

# Chapter 3: Case Management

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## Accessing Case Management Screens

This section contains general instructions for accessing screens from the Circuit Case Management System menu and from the next transaction line.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the case management screens:

- Name Screen
- Case Header Screens
- Charge Screen
- Party Screen
- Clerk Screen
- Court/Disposition Screen
- Register of Actions Screen/Print
- Name (Partial) Screen
- Name (Soundx) Screen
- Abstract Update
- Calendar Screen/Print
- ADR Screens
- Attorneys Screen
- Cash Screens
- Labels Screen

## Immediate Forms

This section contains general instructions for accessing screens from the immediate forms menu and from the next transaction line.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the immediate forms screens:

- Judgment of Sentence/Jail
- Notice to Appear
- Acquittal/Dismissal/Remand
- Dismissal Non Service/No Progress
- Right to Appeal/Appoint Attorney
- Judgment of Sentence/Prison
- Case Evaluation Hrg Notice
- Case Evaluation
- Notice of Results
- Notice of Intent to Dismiss
- Motion/Order of Nolle Prosequi
- Order
- Order to Show Cause
- Party Notification
- Youthful Trainee Status
- Counseling And Testing
- Hrg on PPO Violation
- Order for Vehicle Immobilization
- Bench Warrant
- Warrant Recall
- Bond
- Order Revoking, Release and Forfeiting Bond
- Change # of Copies

## Chapter Three -- CASE MANAGEMENT

### ACCESSING CASE MANAGEMENT SCREENS

#### Overview

The circuit case management system is the "workhorse" of the CCS. It is the portion of the system used to record initial case information and daily court events, and to look up case summaries and other related information. All case management screens can be accessed from the circuit case management system menu; many of them can also be accessed from the next transaction line as well. Both methods are described below.

CIRCUIT CASE MANAGEMENT MENU Page 1 of 2

COUNTY 03    FINANCIAL LOCATION 01

CASE YEAR 00	NUMBER	TYPE	CHG/EVT	PARTY	ALT NO
			NAME		
			JUDGE	DATE	
NAME	F1 (NAM)	CALENDAR	F12 (CAL)		
CASE HEADER	F2 (CAS)	CALENDAR(PRINT)	F13 (CLP)		
CHARGE	F3 (CHG)	ALT DISPUTE RES	F14 (ADR)		
PARTY	F4 (PTY)	ATTORNEYS	F15		
ACTION/CLERK	F5 (CLK)	CASH	F16 (CSH)		
ACTION/COURT	F6 (CRT)	LABELS	F17 (LBL)		
CASE ROA	F7 (ROA)	ADR CLERK	F18 (ACK)		
CASE ROA(PRINT)	F8 (PRT)	ADR ROA	F19 (ASU)		
CTN INQUIRY	F9 (CTN)	ADR ROA PRINT	F20 (ASP)		
NAME (SOUNDX)	F10	ADR CALENDAR	F21 (ACL)		
NAME(PARTIAL)	F11 (PAR)	DISPLAY RECEIPT	F22 (D R)		
ABSTRACT UPDATE	(ABS)	DISPLAY PRINT	F23 (D P)		
CRIMINAL HISTORY	(CHR)	EXIT	F24 (EXT)		
PAGE UP=PAGE 2					

Circuit Case Management Menu

#### The Circuit Case Management Menu Page 1

The Circuit Case Management Menu (Figure 6) appears whenever you select CASE MANAGEMENT from the Circuit Court Master Menu or exit one of the case management screens.

To access any of the case management screens, type the required data in the fields at the top of the menu and press the proper function key as listed on the menu. Tables 7 and 7a list the required fields and function keys.

SCREEN	ACTION	REQUIRED FIELDS	FUNCTION KEY	CODE
Name	add or update update alt.	CASE YEAR, NUMBER, TYPE,PTY CASE YEAR, NUMBER, TYPE,PTY, ALTERNATE NUMBER	F1	NAM
Case Header	add or update	CASE YEAR, NUMBER, TYPE	F2	CAS
Charge	add update	CASE YEAR CASE YEAR, NUMBER, CHG	F3	CHG
Party	add update	CASE YEAR, NUMBER CASE YEAR, NUMBER, PTY	F4	PTY
Clerk	add update	CASE YEAR, NUMBER CASE YEAR, NUMBER, EVT	F5	CLK
Court/Disposition	add update	CASE YEAR, NUMBER CASE YEAR, NUMBER, EVT	F6	CRT
Case ROA	inquiry only	CASE YEAR, NUMBER	F7	SUM
Case ROA (Print)	print only	CASE YEAR, NUMBER	F8	PRT
Name (Soundx)	inquiry only	NAME (last-sound-alike)	F10	none
Name (Partial)	inquiry only	NAME (last-partial)	F11	none
Abstract Update	add update	CASE YEAR, NUMBER, COUNT CASE YEAR, NUMBER, SEQ #	none NONE	ABS ABS
Calendar	add or update	JUDGE (judge/attorney#), DATE	F12	CAL
Calendar (Print)	print only	JUDGE (judge/attorney#), DATE	F13	CLP
ADR	add or update	CASE YEAR, NUMBER	F14	ADR
Attorneys	add update	None NAME (attorney's last-partial)	F15	none none
Cash (Court related)	add	CASE YEAR, NUMBER	F5	CLK
Cash (non-court related)	add	none	F16	CSH

Table 7. Required Fields for Accessing Case Management Screens (Continued next page)

SCREEN	ACTION	REQUIRED FIELDS	FUNCTION KEY	CODE
Labels	print only	none	F17	LBL
ADR Clerk	add or update	CASE YEAR, NUMBER CASE YEAR, NUMBER,EVT	F18	ACK
ADR ROA	inquiry only	CASE YEAR, NUMBER	F19	ASU
ADR ROA (Print)	print only	CASE YEAR, NUMBER	F20	ASP
ADR Calendar	inquiry only	none	F21	ACL

Table 7a. Required Fields for Accessing Case Management Screens

Field Definitions

The fields on the case management menu are defined below:

CASE YEAR	Year the case was initiated.
NUMBER	Case number assigned to individual cases.
TYPE	Code designation for the type of case. See Appendix B for a list of codes.
CHG/EVT	Sequential line number assigned to the charge (charge screen) or event (clerk or court screens), by the computer.
PTY	Party description assigned to an individual on the party screen. See Appendix B for a list of designation codes.
ALT NO	Alternate number assigned when adding additional alias or alternate names for a party. This number is displayed on the name inquiry display, far right.
NAME	Last name of any party involved in the case (or an attorney to access attorneys screen).
JUDGE	P-Number assigned to judge or lawyer involved in circuit court activities.



DATE      Date requested for calendar information; format = MMDDYYYY.

Four of the case management screens -- charge, party, clerk, and court/disposition -- are accessed in two different ways, depending on the action you want to perform. If you want to add new information to one of these screens, type the CASE YEAR and NUMBER. If you want to update existing information, you must also type the CHARGE, PARTY, or EVENT you want to update. The data maintained on these screens can also be viewed on the register of actions screen.

More details about accessing particular screens are presented in the sections of this chapter which discuss each screen.

F1= EXIT      F2= ADD      F8= NEXT ACTION      F14= PROMPT      HELP  
 NEXT \_\_\_\_ CASE# 97-      115 - FH      CHG/EVT \_\_\_\_ PTY \_\_\_\_ JUDGE \_\_\_\_ DATE \_\_\_\_

Figure 8. Next Transaction Line - Case Management System

### Next Transaction Line

The next transaction line can be used to access some of the case management screens from any other screen in the case management system. Those screens for which a code is listed in Tables 7 and 7a can be accessed in this way; those with "none" cannot. The next transaction line used on all case management screens is illustrated in Figure 8.

When a screen is displayed, the next transaction line displays information about the case you are currently working with. You can update the current information using the appropriate function key, access another screen for the same case, or change it to access a screen for another case.

To access a screen from the next transaction line, type the screen code in the NEXT field, type the other required information, and perform the associated update function based on the function key selected. The screen codes and required fields are listed in Tables 7 and 7a.

The field definitions, rules, and exceptions presented for accessing case management screens from the case management menu also hold true for accessing screens from the next transaction line.

## NAME SCREEN

### Overview

The name screen is used to add or update information about parties involved in inactive case files or alternate names on active cases. An inactive case is a case in which no case header has been entered. This provides an option for entering all old cases to have a complete name index. These names will only be found on the name inquiry screen. No case header screen will exist for the case file. An active case is a case which has had a case header entered. Additional alternate names can be entered per party using this screen. **A party record must exist first.**

The screenshot displays a window titled 'NAME' with a standard Windows-style title bar. The main content area shows the following text:

```

NAME
CASE# 00 - 12345 - DM
TITLE *** I N A C T I V E ***
      ALT
DESC  NUM  LAST NAME, FIRST NAME, MI, SFX
P 001      █ ALT TYPE ____ FILED ____
              ARCHIVE# ____ PUBLIC  _

```

At the bottom of the screen, there is a row of function key prompts: F1=EXIT, F2=ADD, F14=PROMPT, and HELP. Below these is a line of input fields: NEXT \_\_, CASE# 00 - 12345 - DM, CHG/EVT \_\_, PTY P, 1, JUDGE \_\_, and DT \_\_. At the very bottom, there is a status bar with 'MA' and 'a'.

Figure 9. Sample Name Screen - Inactive Case

### Accessing the Screen

The name screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

#### To Add a Name

To access the screen when you are adding a party, enter the CASE#, CASE TYPE, and PARTY DESC, press **[F1]**. The name screen then appears, type name information and press **[F2]**.

**To Update a Name** To access the name screen when you are updating name information, type the CASE #, CASE TYPE, PTY code (The PTY code is the descriptive code you assign when you add a party -see DESC field definition below) and the alternate number (if the name was an alternate name - see field definition below). Press **[F1]**. The name screen that appears identifies the requested party. To correct information, type new data over the old information and press **[F3]**.

**To Delete a Name** To delete a name press **[F4]**.

### Field Definitions

The following fields on the name screen identify general information about the case and may not be changed:

CASE #	The case number, as entered on the menu.																																							
FILED	Date the case was filed; format = MMDDYYYY.																																							
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.																																							
REOPENED	Date (if any) the case was reopened.																																							
TITLE	Official title of the case.																																							
DESC	<p>Code consisting of a letter category code and a digit sequential number. The following examples indicate the code to use for the first party in each category. For each additional party in a category, increase the sequential number by one.</p> <table><tr><td>P</td><td>001</td><td>=plaintiff</td></tr><tr><td>D</td><td>001</td><td>=defendant</td></tr><tr><td>CP</td><td>001</td><td>=counter plaintiff</td></tr><tr><td>CD</td><td>001</td><td>=counter defendant</td></tr><tr><td>XP</td><td>001</td><td>=cross plaintiff</td></tr><tr><td>XD</td><td>001</td><td>=cross defendant</td></tr><tr><td>TP</td><td>001</td><td>=third party plaintiff</td></tr><tr><td>TD</td><td>001</td><td>=third party defendant</td></tr><tr><td>B</td><td>001</td><td>=bondsman</td></tr><tr><td>G</td><td>001</td><td>=garnishee defendant</td></tr><tr><td>IP</td><td>001</td><td>=interested party</td></tr><tr><td>IV</td><td>001</td><td>=intervening party</td></tr><tr><td>R</td><td>001</td><td>=restitution party</td></tr></table>	P	001	=plaintiff	D	001	=defendant	CP	001	=counter plaintiff	CD	001	=counter defendant	XP	001	=cross plaintiff	XD	001	=cross defendant	TP	001	=third party plaintiff	TD	001	=third party defendant	B	001	=bondsman	G	001	=garnishee defendant	IP	001	=interested party	IV	001	=intervening party	R	001	=restitution party
P	001	=plaintiff																																						
D	001	=defendant																																						
CP	001	=counter plaintiff																																						
CD	001	=counter defendant																																						
XP	001	=cross plaintiff																																						
XD	001	=cross defendant																																						
TP	001	=third party plaintiff																																						
TD	001	=third party defendant																																						
B	001	=bondsman																																						
G	001	=garnishee defendant																																						
IP	001	=interested party																																						
IV	001	=intervening party																																						
R	001	=restitution party																																						
ALT NUM	Sequential number assigned by the computer to a party (1-999) when an alternate name is entered. Name inquiry far right column displays this number if not zero. The first alternate name entered																																							

will be assigned 1. As alternate names are entered for a selected party code, this number is automatically incremented by the computer.

**NAME** The name of the party being referenced; format = LAST NAME,FIRST NAME,MIDDLE INITIAL,SUFFIX (JR, SR, II, III, IV, V)

**NOTE:** A company name must be followed by two commas.

**+ALT TYPE** Code indicating the type of alias or alternate name used by the party. See Code Table 6 in the Appendix for a list of codes. This field is promptable and activated by **[F14]**.

**FILED** Date party was added to case.

**MICROFILM** Microfilm identification number for case.

**PUBLIC** Indicates whether case information may be made public:  
S =suppressed  
E =expunged  
blank =public

## CASE HEADER SCREENS

### Overview

There are two versions of the case header screen, (Figures 11 and 13) one for criminal cases and another for civil cases. Completing the case header screen is the first step in recording case information. Thereafter, the case header screen is used for updating general case information. Each case is entered at the time of initiation and becomes a permanent entry in circuit court records. The information entered on the case header screen can be viewed on the register of actions screen.

### Accessing the Screen

The case header screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

When you access the case header screen for a new case enter the CASE YEAR, CASE NUMBER, and TYPE. If the type is criminal, the criminal case header screen (Figure 11) appears. If any other CASE TYPE is entered, the civil case header screen (Figure 13) is accessed. Case TYPE codes are listed in Appendix B.

To Add a Header	Type information for a civil or criminal case and press <b>[F2]</b> .
To Modify a Header	Type new data over the old information and press <b>[F3]</b> .
To Delete Header	To delete the entire case press <b>[F4]</b> . A message to confirm will be displayed. Press <b>[ENTER]</b> to confirm or <b>[F1]</b> to cancel request.
To Change Case Number or Type	Press <b>[F10]</b> . The Case Number/Type Transfer window will display. Type the new case number <b>OR</b> the case type in the appropriate field and press <b>[F3]</b> to modify. If changing both the case number and case type, it must be done in two steps.

**NOTE:** A civil case cannot be changed to a criminal case type. A criminal case cannot be changed to a civil case type.

```

CASE -CRIMINAL
CASE# 05 - 10738 - EH STATUS O JUDGE PUBLIC FILED ADJ DATE
                                REOPENED
DEF NAME
ARREST
ADDRESS
CITY ST ZIP PROSECUTOR 10172
ATTORNEY TYPE SEX DOB RACE ARCHIVE#
INCAR DT DC ARR PRELIM DT TYPE PRISON CASE
LOWER CT COUNTY CASE# DLN ST
CTN SID NCIC PIN PAPER PLATE
BOND#: 1 SET AMT: TYPE: +
HABITUAL
NUM ORIGINAL CHARGE A/S/C T SOS DESCRIPTION/COMMENT
1 OFF/DT NOTICE
2 NOTICE +
F1=EXIT F2=ADD F14=PROMPT HELP
NEXT CASE# 05 - 10738 - EH CHG/EVT PTY JUDGE DT

```

Figure 11. Sample Criminal Case Header Screen

### Field Definitions

The following fields appear on the criminal case header screen. **Required fields are marked with an asterisk.** Promptable fields are indicated with a plus sign (+) and activated by [F14].

- W** If a bench warrant is issued on a case a **W** will appear on the top line of this screen.
- STATUS** The case status is a display only field which is updated from the clerk screen. Categories are as follows:
- O =Open
  - C =Closed
  - M =ADR
  - D =Deferred
- +\*JUDGE** The P-Number of the presiding judge, from the Attorney Bar File (e.g., 12345). When the judge of record is changed an entry is made to the register of actions indicating reassignment. All calendar entries are moved to the newly assigned judge of record. Entries not able to be moved for reason of calendar conflict will remain on the original judge of record's calendar.
- \*FILED** Date the case was filed (today or earlier).

ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY, updated from the court/disposition screen.
PUBLIC	Indicates whether case information may be made public: S =Suppressed E =Expunged blank =public
REOPENED	Display only, updated from the clerk screen.
*DEFENDANT	Defendant's name; format = LAST NAME,FIRST NAME, MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). <u>You must type at least two commas</u> , even if the first name and/or middle name is omitted. If suffix is used, you must type three commas. Example: JONES,JAMES,JOHN,JR. If the defendant has a hyphenated last name, enter it with the hyphen. Example: JONES-SMITH,JAMIE,JO
<b>NOTE:</b>	A company name must be followed by two commas.
ARREST NAME	Defendant's name at arrest; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). Used for CHR. If the defendant has a hyphenated last name, remove the hyphen from between the two names in this field only.
ALIAS	Defendant's alias; format = LAST NAME,FIRST NAME, MIDDLE NAME, SUFFIX ( JR, SR, II, III, IV, V).
ADDRESS	Defendant's street address.
ADDR2	Second Address line to allow for P.O. Box, Inmate Number, name of building, etc.
CITY	City where defendant resides.
ST	State where defendant resides.
ZIP-PREFIX, ZIP SUFFIX	ZIP prefix and suffix code for city.
PROSECUTOR	Prosecuting attorney's P-number assigned to the case.
+ATTORNEY	Defending attorney's P-number from the bar file. If modified, calendars are updated, when possible.

ATTORNEY TYPE	Defending attorney's status: R =Retained A =Appointed
SEX	Sex of the defendant: M =Male F =Female U =Unknown
DOB	Defendant's date of birth; format = MMDDYYYY.
RACE	Code indicating the defendant's race.
MICROFILM#	Microfilm identification number for case.
INCAR DT	Date of the defendant's incarceration; format = MMDDYYYY.
DC ARR	Date of arraignment in district court; format = MMDDYYYY.
PRLM DT	Date of preliminary hearing in district court; format = MMDDYYYY.
TYPE	Indicates whether preliminary hearing was held: WAV = Waived HLD = Held
PRISON CASE	Denotes whether defendant is in prison Y = Yes N = No
LOWER CT	Number of the district court which bound over the case.
COUNTY	Number for the county of the district court which handled the preliminaries.
CASE#	District court case number for the case.
DLN	Defendant's driver's license number.
ST	State which issued defendant's driver's license.
CTN	12 digit Criminal tracking number.
SID	State identification number.
NCIC	Federal identification number.



PIN Police Incident Number.

**PAPER PLATE** Valid values are Y, N, V, or blank. Indicate **Y** if a paper plate was issued to the defendant because the defendant is a repeat offender. Indicate **V** if vehicle information must be entered even though a paper plate was not issued. If **Y** or **V** is entered, the vehicle plate number, vehicle year, vehicle make, and Vehicle Identification Number (VIN) is required and a Vehicle Information window will appear to capture this information. In addition, the Drivers License Number (DLN) and state are also required.

Enter **N** or leave blank if a paper plate was not issued to the defendant.

CASE -CRIMINAL  
 CASE# 05 - 10738 - EH STATUS 0 JUDGE 12239 FILED 3032005 ADJ DATE  
 PUBLIC REOPENED  
 DEF NAME JONES, JAMES, JOHN ALIAS  
 ARREST JONES, JAMES, JOHN ADDR2  
 ADDRESS 123 MAIN STREET  
 CITY LANSING ST MI ZIP 48909 PROSECUTOR 10172  
 ATTORNEY 34566 TYPE R SEX M DOB 5011970 RACE ARCHIVE#  
 INCAR DT 2152005 DC ARR 216  
 LOWER CT COUNTY 3  
 CTN 030500033301 SID  
 BOND# 1 SET AMT: 10,0  
 HABITUAL  
 NUM ORIGINAL CHARGE  
 1 750 . 110  
 05-010738 Vehicle Information ADD  
 Plate: Year: Make:  
 VIN:  
 F3=Exit Enter=Continue F14=Prompt HELP  
 VEHICLE INFORMATION NOT ENTERED  
 F1=EXIT F2=ADD F14=PROMPT HELP  
 NEXT CASE# 05 - 10738 - EH CHG/EVT PTY JUDGE DT

Sample Vehicle Information Window

**BOND# 1 - 10** Number of bond set. Up to 10 bonds can be set on a case. Bond # 1 will be the first to display. Enter the set amount and type of the bond

CSH =cash  
 TEN =10% of amount  
 PER =personal recognizance  
 CS% =cash surety  
 SUR = Surety  
 NOB = Held without Bond

If there are additional bonds ordered, press the PAGE DOWN key for the next bond number. There are display only fields next to the bond type fields, they are receipt number and bond posted. These fields will be blank when the case is initiated or a "Y" or "N" may be displayed in the bond posted field.

**HAB** State charge code for habitual offenders (obtained from PACC Warrant File, prefix is always 769.).

**SOS** SOS reportable charges. (Not used at this time)

### To Modify a Case Number OR Case Type

To access the Case Number/Type Transfer screen (Figure 12) when changing a case number or case type, press the **F10** function key. The Case Number/Type Transfer screen appears and displays the current case number and type. To change the case number or type, enter the correct information in the new case fields and press the **F3** function key. To change BOTH the case number and type, the user must change them individually. The case type must be active.

CASE - CRIMINAL  
 CASE# 04 - 2345 - FH STATUS 0 JUDGE 10571 FILED 9012004 ADJ DATE 92004  
 PUBLIC REOPENED  
 DEF NAME DOE, JOHN.  
 ARREST DOE, JOHN. ALIAS  
 ADDRESS 123 MAIN ADDR2  
 CITY LANSING ST MI ZIP 48909 PROSECUTOR 10172  
 ATTORNEY VE#  
 INCAR DT  
 LOWER CT  
 CTN 0304  
 BOND#:  
 HABITUAL  
 PRISON CASE -  
 444 ST MI  
 PAPER PLATE +  
 F1=Exit F3=Modify  
 F1=EXIT F3=MODIFY F4=DELETE F10=MODIFY CASE/TYPE F14=PROMPT HELP  
 NEXT CASE# 04 - 2345 - FH CHG/EVT PTY JUDGE DT  
 MA a

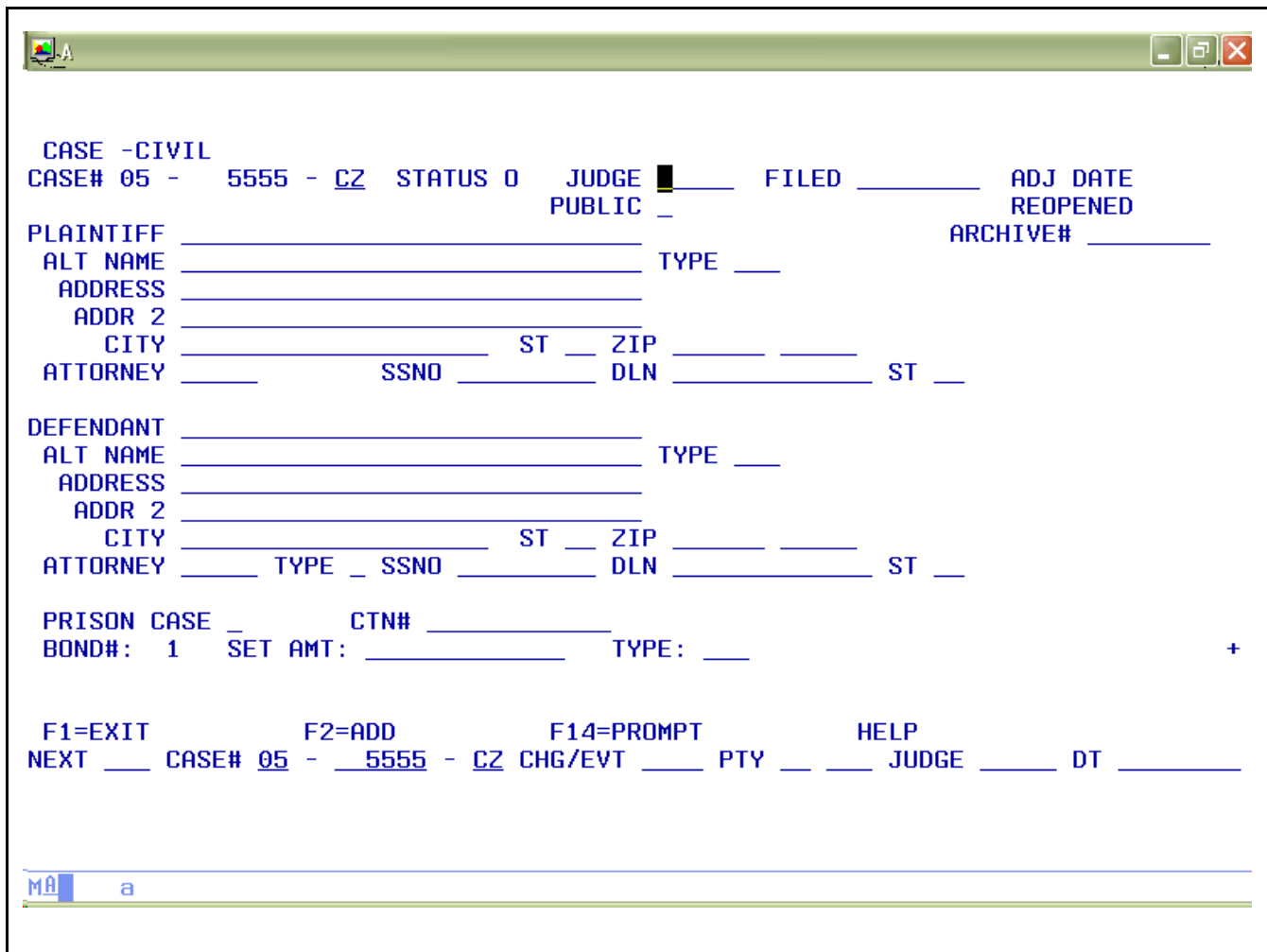
Figure 12. Sample Case Number/Type Transfer Screen

The following fields appear on add transactions only:

+ORIGINAL CHARGE	State charge code for original charge (obtained from PACC Warrant File). To enter more than two charges when adding the case, use the Roll/Page keys to provide more charge lines.
ORIGINAL CHARGE TYP	(S)olicit, (A)ttempt, (C)onspire.
ORIGINAL CHARGE TRF	(T)raffic. When using this field, it will print the drivers license number on the judgment of sentence.
OFF/DT	Date of specified offense; format = MMDDYYYY.
DESCRIPTION OR COMMENT	Optional field to enter a more detailed comment about the charge.
+NOTICE	State charge code for offense notices (obtained from PACC Warrant File).

## Civil Case Header Screen

If you enter a **civil CASE TYPE code** along with the CASE YEAR and CASE NUMBER, you will access the civil case header screen.



The image shows a sample Civil Case Header screen. At the top, it says "CASE -CIVIL". Below this, there are fields for "CASE# 05 - 5555 - CZ", "STATUS 0", "JUDGE PUBLIC", "FILED", "ADJ DATE REOPENED", and "ARCHIVE#". There are also fields for "PLAINTIFF", "ALT NAME", "ADDRESS", "ADDR 2", "CITY", "ST", "ZIP", "ATTORNEY", "SSNO", "DLN", and "TYPE". Below these are fields for "DEFENDANT", "ALT NAME", "ADDRESS", "ADDR 2", "CITY", "ST", "ZIP", "ATTORNEY", "TYPE", "SSNO", "DLN", and "ST". There are also fields for "PRISON CASE", "CTN#", "BOND#: 1", "SET AMT:", and "TYPE:". At the bottom, there are fields for "F1=EXIT", "F2=ADD", "F14=PROMPT", "HELP", "NEXT", "CASE# 05 - 5555 - CZ", "CHG/EVT", "PTY", "JUDGE", and "DT". The screen is titled "Sample Civil Case Header screen" at the bottom.

Sample Civil Case Header screen

## Field Definitions

The following is a list of field definitions for the civil case header screen. **Required fields are marked with an asterisk.** Promptable fields are indicated with a plus sign (+) and activated by [F14].

**W** If a bench warrant is issued on a case a **W** will appear on the top line of this screen.

**STATUS** The case status is a display only field which is updated from the clerk screen. Categories are as follows:  
O =Open

C =Closed  
 M = ADR  
 D =Deferred

+*JUDGE	The P-Number of the presiding judge (from the system file). When judge is changed, an entry to the register of actions is made indicating re-assignment. All calendar entries are moved to the newly assigned judge of record. Entries not able to be moved for reason of calendar conflict will remain on the original judge of record's calendar.
*FILED	Official filing date; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY, updated from the court/disposition screen.
PUBLIC	Indicates whether case information may be made public: S = Suppressed E = Expunged blank = Public
REOPENED	Display only, updated from the court/disposition screen.
*PLAINTIFF	Plaintiff's name; format = LAST NAME, FIRST NAME, MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). You must type at least two commas, even if the first name and/or middle name is omitted. If suffix is used, you must type three commas.
<b>NOTE:</b>	A company name must be followed by two commas.
MICROFILM #	Microfilm identification number for case.
ALT NAME	Plaintiff's alternate name; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V).
<b>NOTE:</b>	A company name must be followed by two commas.
+TYPE	Required code indicating the type of alternate name used by plaintiff (e.g. AKA = also known as, DBA = doing business as). See Code Table 6 in the Appendix for a complete list of alias codes.
ADDRESS	Plaintiff's address.
ADDR2	Second Address line to allow for P.O. Box, name of building, etc.
CITY	City where plaintiff resides.

ST	State where plaintiff resides.
ZIP-PREFIX	ZIP prefix code for city.
ZIP-SUFFIX	ZIP suffix code for city.
+ATTORNEY	Plaintiff's attorney's P-Number (from the Attorney Bar File). If modified, calendars are updated when possible.
SSNO	Plaintiff's social security number.
DLN	Plaintiff's driver's license number.
ST	State which issued plaintiff's driver's license.
*DEFENDANT	Defendant's name; format = LAST NAME,FIRST NAME, MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). You must type at least two commas, even if the first name and/or middle name is omitted. If suffix is used, you must type three commas.
<b>NOTE:</b>	A company name must be followed by two commas.
ALT NAME	Any alternate name used by defendant; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V).
<b>NOTE:</b>	A company name must be followed by two commas.
+TYPE	Required code indicating the type of alternate name used by the defendant (e.g., AKA = also known as, DBA = doing business as). See Code Table 6 in the Appendix for a complete list of alias codes.
ADDRESS	Defendant's address.
CITY	City where defendant resides.
ST	State where defendant resides.
ZIP-PREFIX	ZIP prefix code for city.
ZIP-SUFFIX	ZIP suffix code for city.
+ATTORNEY	Defendant's attorney P-Number (from the Attorney Bar File).

TYPE	Defendant's attorney status: R =Retained A =Appointed
SSNO	Defendant's social security number.
DLN	Defendant's driver's license number.
ST	State which issued defendant's driver's license.
PRISON CASE	Denotes whether case was initiated from prison. Y = Yes N = No
CTN	Criminal Tracking Number.
BOND#1 - 10	Number of civil bond set. Up to 10 bonds can be set on a case. Bond # 1 will be the first to display. Enter the amount and type of the bond. CSH =Cash TEN =10% of Amount PER =Personal Recognizance CS% =Cash Surety SUR = Surety NOB = Held without bond  If there are additional bonds ordered, press the PAGE DOWN key for the next bond number. There are display only fields next to the bond type fields, they are receipt number and bond posted. These fields will be blank when the case is initiated or a "Y" or "N" may be displayed in the bond posted field.

To Modify a Case Number  
OR Case Type

To access the Case Number/Type Transfer screen (Figure 14) when changing a case number or case type, press the **F10** function key. The Case Number/Type Transfer screen appears and displays the current case number and type. To change the case number or type, enter the correct information in the new case fields and press the **F3** function key. To change BOTH the case number and type, the user must change them individually. The case type must be active.

CASE NUMBER/TYPE TRANSFER		
CURRENT CASE:	<u>05</u>	- <u>022823</u> - <u>DP</u>
NEW CASE:	<u>06</u>	- <u>022823</u> - <u>DP</u>
F1=Exit    F3=Modify		

Figure 14. Sample Case Number/Type Transfer Screen



## CHARGE SCREEN

### Overview

The charge screen (Figure 15) is used to record or update charges in a criminal case. If you need to enter charges at a later date or update a charge to a lesser offense, you should use the charge screen. Charges are entered in the PACC warrant format along with an optional offense date and additional descriptions or comments. All numerical codes for charges are listed in the PACC code files. The system automatically assigns the count number associated with the charge.

You can update a charge if an error was made in initial data entry. You also update a charge if the charge has been changed to a lesser offense as a result of a court action. When you update a charge to a lesser offense, leave the original charge unchanged and enter the lesser charge in the appropriate field.

CHARGE  
CASE# 05 - 888889 - FH CORSIGLIA OPEN FILED 011505 ADJ DATE 12705  
TITLE PEOPLE OF MICH. VS JONES, JIMMY, J REOPENED

NUM	ORIGINAL CHARGE	A/S/C	T	LESSER CHARGE	A/S/C	T	OFF/DT
	NOTICE						
	DESC / COMMENT						
	NOTICE						
	DESC / CMMNT						
	NOTICE						
	DESC / CMMNT						
	NOTICE						
	DESC / CMMNT						

F1=EXIT F2=ADD F14=PROMPT HELP

NEXT CASE# 05 - 888889 - FH CHG/EVT PTY JUDGE DT

MA a A

Figure 15. Sample Charge Screen

### Accessing the Screen

The charge screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

To Add a Charge	To access the screen when you are adding a charge, enter the CASE#. The Charge screen that appears identifies the case but does not list any charges. Type information for up to four charges and press <b>[F2]</b> .
To Update a Charge	To access the screen when you are updating, enter the CASE# and the CHG number. The CHG number is not the PACC charge number, but a sequential charge number (1-98) for this case, assigned by the system when you added the charge. The Charge screen that appears identifies the case and lists information about the specified charge. To update the charge, type new information over the old information and press <b>[F3]</b> . To update the charge to a lesser offense, leave the original charge unchanged, type the lesser charge in the LESSER CHG field, and press <b>[F3]</b> .

### Field Definitions

The following fields on the Charge screen identify general information about the case and may not be changed:

CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was filed; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
TITLE	Official title of the criminal case (e.g., "People of Michigan vs. Jones, James, J").
REOPENED	Date (if any) this case was reopened.

Data Entry Fields

The following fields are used for entering information for up to four charges. Promptable fields are indicated with a plus sign (+) and activated by **[F14]**.

CHG NUM	System assigned number (no entry).
+ORIGINAL CHARGE	Code number for the original charge, based on data contained in the PACC file; required when adding a new charge.
ORIGINAL CHARGE TYP	(S)olicit, (A)ttempt, (C)onspire.
ORIGINAL CHARGE TRF	(T)raffic. When using this field, the drivers license number will print on the judgment of sentence.
+LESSER CHARGE	Code number for updating an original charge to a lesser charge.
LESSER CHARGE TYP	(S)olicit, (A)ttempt, (C)onspire.
LESSER CHARGE TRF	(T)raffic. When using this field, the drivers license number will print on the judgment of sentence.
OFF/DT	The date of the offense for the charge.
+NOTICE	State charge code for offense notices (obtained from PACC Warrant File).
DESCRIPTION OR COMMENT	If blank, description will be obtained from the PACC File; if there is a comment, the description and comment will be displayed on the register of actions screen.

## PARTY SCREEN

### Overview

The party screen (Figure 16) is used to add or update information about parties. The party screen also serves as a convenient reference for SER/ANS data and LAST and NEXT DATE information. When you originally set up a civil case on the case header screen, you enter the primary plaintiff and defendant. If you need to enter additional parties, use the party screen. Information entered on the party screen becomes a part of the case record and can be viewed on the register of actions screen.

The screenshot shows a window titled 'A' with a menu bar containing 'MA' and 'a'. The main area displays the following information:

PARTY  
CASE# 05 - 141414 - AR CORSIGLIA CLOSED FILED 010105 ADJ DATE 90105  
TITLE SMITH, SAMMY, VS JONES, JIMMY, REOPENED  
DESC NAME FILED SER/ANS  
LAST  
NEXT  
ALT NAME TYPE  
ADDRESS ADDR2  
CITY ST ZIP  
ATTORNEY SSNO RESTITUTION OWED RECD  
ALT NAME TYPE  
ADDRESS ADDR2  
CITY ST ZIP  
ATTORNEY SSNO RESTITUTION OWED RECD  
ALT NAME TYPE  
ADDRESS ADDR2  
CITY ST ZIP  
ATTORNEY SSNO RESTITUTION OWED RECD  
F1=EXIT F2=ADD F14=PROMPT HELP  
NEXT CASE# 05 - 141414 - AR CHG/EVT PTY JUDGE DT

Figure 16. Sample Party Screen

### Accessing the Screen

The party screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

#### To Add a Party

To access the screen when you are adding a party, enter the CASE#. The party screen that appears identifies the case but does not list any parties. Type information for up to three parties and press **[F2]**.

#### To Update a Party

To access the party screen when you are updating party information, type the CASE #, and the PTY code. (The PTY code is the descriptive code you assign when you add a party - see

DESC field definition below) The party screen that appears identifies the case and lists the specified party. To correct information, type new data over the old information and press **[F3]**.

#### To Delete a Party

To access the party screen when deleting a party, type the CASE #, and the PTY code. (The PTY code is the descriptive code you assign when you add a party - see DESC field definition below) The party screen that appears identifies the case and lists the specified party. To delete a party press **[F4]** A message will display to confirm the delete. Press **[ENTER]** to delete or **F1** to exit. Primary plaintiffs and defendants may not be deleted. Parties with outstanding restitution may not be deleted.

#### Field Definitions

The following fields on the party screen identify general information about the case and may not be changed.

CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was filed; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
TITLE	Official title of the case.
REOPENED	Date (if any) that the case was reopened.

#### Data Entry Fields

The following fields are used for entering information for up to three parties. Promptable fields are indicated with a plus sign (+) and activated by **[F14]**.

DESC	Code, consisting of a letter category code and a digit sequential number. The following examples indicate the code to use for the first party in each category. For each additional party in a category, increase the sequential number by one. P 001=Plaintiff D 001=Defendant CP 001=Counter plaintiff CD 001=Counter defendant
------	---

XP 001=Cross plaintiff  
 XD 001=Cross defendant  
 TP 001=Third party plaintiff  
 TD 001=Third party defendant  
 B 001=Bondsman  
 G 001=Garnishee defendant  
 IP 001=Interested party  
 IV 001=Intervening party  
 R 001=Restitution party

**NAME** The name of the party being added to the case record; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). You must type at least two commas, even if the first name and/or middle name is omitted. If Suffix is used, you must type three commas.

**NOTE:** A company name must be followed by two commas.

**FILED** Date of party's official filing date (or action by a bondsman).

**ALT NAME** Any alternate or alias name used by party being added; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V).

**NOTE:** A company name must have a comma in the middle name field. Otherwise, commas are not required.

**+TYPE** Code indicating the type of alias or alternate name used by party. See Code Table 6 in the Appendix for a list of codes. (Required if alias is used.)

**ADDRESS** Party's address.

**ADDR2** Second address line allows for P.O. Box, name of building, etc.

**CITY** City where party resides.

**ST** State where party resides.

**ZIP-PREFIX** ZIP prefix code for city.

**ZIP-SUFFIX** ZIP suffix code for city.

**+ATTORNEY** State of Michigan bar number of the party's attorney.

**SSNO** Party's social security number.

RESTITUTION OWED      Amount of restitution ordered to be paid to a restitution party. This is not checked for verification.

The party must be a restitution party when using this field. The party screen has fields for entering up to three additional parties to a given case. If you need to enter more parties, simply access an additional party screen using the established case number and continue to add party information.

Display Only

The following fields display information that was entered on the court or clerk screen and may not be changed.

SER/ANS      Date and three-letter code for either service or answer.

LAST      Date and three-letter code of the last action involving the party. Event codes are listed in code tables in the Appendix.

NEXT      Date and three-letter code of the next action involving the party.

RESTITUTION RECD      Amount paid to the restitution party as entered through the clerk screen using the party designation and "RSD" event code.

## CLERK SCREEN

### Overview

The clerk screen (Figure 17) is used to record events initiated or recorded by the clerk's office for either a criminal or civil case. The screen is also used to add relevant comments about clerk events and to receive cash associated with a case, i.e. summons and complaint filing fees, bonds posted, etc. These events include such activities as the issuance of a summons, notifications of trial and pretrial activities, payment of fines, etc. These should be distinguished from court events, which are actions and events that are performed in court and are recorded on the court/disposition screen.

When a case is originally entered into the circuit court system on the case header screen, all known information should be included. All subsequent events in the clerk's office are recorded on the clerk screen. All events recorded on this screen can be reviewed on the register of actions screen.

The screenshot displays the Clerk Screen interface with the following content:

**CLERK**  
**CASE# 05 - 1234 - FH CORSIGLIA** **CLOSED** **FILED 060105** **ADJ DATE 80805**  
**TITLE PEOPLE OF MICH. VS JONES, JIMMY,** **REOPENED**  
**PRO PER**

**NUM DATE CHG/PARTY EVT ATTN DATE TIME A/P TYPE JUDGE CTRM**  
**7 11152005** **AMOUNT BOND# RECEIPT** **COMMENT** **CC01**

**COMMENT**

**BALANCE DUE**  
 Victim Rights:  
 Restitution:  
 Costs:  
 Fines:  
 Atty Fees:  
 State min. costs:  
 Other:  
**TOTAL:**

**F1=EXIT F2=ADD F8=NEXT ACTION F14=PROMPT HELP**  
**NEXT CASE# 05 - 1234 - FH CHG/EVT PTY JUDGE DT**

**MA a A**

Figure 17. Sample Clerk Screen



### Accessing the Screen

The clerk screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

To Add an Event	To access the clerk screen when you are adding an event or comment, enter the CASE#. The clerk screen that appears identifies the case but does not list any previous events or comments. Type information for the event in the appropriate fields and press <b>[F2]</b> . The added event or comment becomes a part of the case record.
To Update an Event	To access the clerk screen when you are updating an event or comment, enter the CASE# and the EVT number. This is a sequential event number for the case assigned by the system when you entered the event. You can find this EVT number by reviewing the register of actions screen. The clerk screen that appears identifies the case and lists information about the specified event or comment. To update the recorded data, type the new information over the old and press <b>[F3]</b> .
To Delete an Event	To access the clerk screen when you are deleting an event or comment, enter the CASE# and the EVT number. This is a sequential event number for the case assigned by the system when you entered the event. You can find this EVT number by reviewing the register of actions screen. The clerk screen that appears identifies the case and lists information about the specified event or comment. To delete an event, be sure you want to delete it, and press <b>[F4]</b> .

### Field Definitions

The following fields on the clerk screen identify general information about the case and may not be changed:

<b>W</b>	If a bench warrant is issued on a case a <b>W</b> will appear on the top line of this screen.
CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.

ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title).
COD	COD will display if co-defendants exist for this case. Display the register of actions to get co-defendant case numbers.
NUM	System-generated sequential number for an event. The sequential numbering system applies to both clerk and court events.

### Data Entry Fields

The following fields are used for entering information about clerk events. **Required fields are marked with an asterisk (\*)**. Promptable fields are indicated with a plus sign (+) and activated by [F14].

*DATE	The date of the clerk event; format = MMDDYYYY. On first access of the clerk screen, today's date will be displayed. Change the date as necessary, thereafter, the last date keyed will be displayed.
+CHG/PTY	Identification of the charge or party involved in the event being recorded.
+*EVENT <b>NOTE:</b>	Code for the event entered (from Code Table 1, Appendix A). Either EVENT or COMMENT is required for clerk screen action.
+ATTNY <b>NOTE:</b>	The P-number of the attorney making an appearance (APP) or answering (ANS). ATTNY must be keyed with a PTY designation and an EVT code. The party attorney will be re-assigned and a docket event will automatically be added displaying "re-assigned <u>(atty last name)</u> _ to <u>(atty last name)</u> _ . If this clerk entry is being deleted the party's attorney will be left as is. Enter another clerk event with an attorney or go to the party screen (PTY) to re-assign an attorney.
AMOUNT	Amount of any money received and recorded by clerk's office; format = XXXXXXXX.XX.
+BOND#	Number of bond being referenced by any bond event.

RECEIPT	Receipt number. If left blank and event represents cash being received, when <b>[F2]</b> is pressed to add the event the cash distribution screen will be displayed and a receipt generated. If money has already been receipted, enter the receipt number so the system will not generate another receipt.
<b>NOTE:</b>	Please refer to the section on cash (non-court related) for information regarding the cash receipts distribution screen.
CLERK COMMENT	Comment(s) about this entry.
<b>NOTE:</b>	Either EVENT or COMMENT is required for clerk screen action.
	The following fields under the heading "NEXT ACTION" are used to enter information about scheduled court events:
DATE	Date of scheduled next event; format = MMDDYYYY.
TIME	Time of scheduled next event; format = XXXX.
A/P	Indicate <b>A</b> = A.M. or <b>P</b> = P.M.
+TYPE	Code indicating type of next event (from Code Table 2).
+JUDGE	P-Number (from the bar file) of the judge assigned to the next event, if it differs from judge of record.
*+CTRM	Courtroom Code from the County File Maintenance used to insure proper court location address on notices.
BLOCK CONFLICT	A warning message will display if a calendar block exists for the requested judge, date and time. Press <b>[ENTER]</b> to update or <b>F1</b> to exit.
ATTORNEY CONFLICT	A warning message can be displayed when an attorney conflict occurs for trial category types and ADR hearings. The warning displays the attorney's P-number and case number in conflict with an option to add the next event anyway or to exit. See County File Maintenance in Chapter 5 to set the attorney conflict option.
NEXT ACTION COMMENTS	Used for additional information about the Next Action. These comments will be displayed on the calendar and printed on notices.
BALANCE DUE	The balance due of monies ordered is displayed to assist when receipting a payment.

## COURT/DISPOSITION SCREEN

### Overview

The court/disposition screen (Figure 18) is used to record events (for either a criminal or a civil case) which are performed by the judge and results of these events. The screen can also be used to record the scheduled next action for a case. The events recorded on the court/disposition screen include such activities as an arraignment, jury trial, sentencing, etc. These should be distinguished from the clerk events, which are events initiated or recorded by the clerk's office and entered on the clerk screen.

All information entered on the court/disposition screen becomes a matter of case record and cross-references to the register of actions files as well as to the files used to generate state-required reports on court activities. The court/disposition screen is also used to enter information about disposing of charges and parties. Closing of the case is only accomplished through an entry made on the clerk screen.

The screenshot displays a window titled 'COURT / DISPOSITION'. The case information is as follows:

- CASE# 05 - 1111 - FH CORSIGLIA OPEN
- TITLE PEOPLE OF MICH. VS DOE, JOHN,
- FILED 080305 ADJ DATE 80305
- REOPENED

Below this is a table for 'NEXT ACTION/COMMENT':

NUM	DATE	EVT	JUDGE	ATTNY	DATE	TIME	A/P	TYPE	JUDGE	CTRM	PRT
4	11162005									CC01	

Below the table are fields for 'RESULT' and 'CHG/PARTY', followed by 'ACTION COMMENTS:' with several lines for text entry.

At the bottom, there is a legend for function keys:

- F1=EXIT
- F2=ADD
- F8=NEXT ACTION
- F14=PROMPT
- HELP

Below the legend is a line for 'NEXT CRI CASE# 05 - 1111 - FH CHG/EVT' with fields for 'PTY', 'JUDGE', and 'DT'.

Figure 18. Sample Court/Disposition Screen

### Accessing the Screen

The court/disposition screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

To Add an Event	To access the court/disposition screen when you are adding a court event, enter the CASE#. The court/disposition screen that appears identifies the case number, but does not list any previous events or results. Type information about the event in the appropriate fields and press <b>[F2]</b> .
To Update an Event	To access the court/disposition screen when you are updating a court action or event, enter the CASE# and the EVT number. This is a sequential number for the case, assigned by the system when you entered the event. You can find this EVT number by reviewing the register of actions screen. The court/disposition screen that appears identifies the case and lists information about the specified event. To update the event, type new data over the old information and press <b>[F3]</b> .
To Delete an Event	To access the court/disposition screen when deleting a court action or event, enter the CASE# and the EVT number. This is a sequential number for the case, assigned by the system when you entered the event. You can find this EVT number by reviewing the register of actions screen. The court/disposition screen that appears identifies the case and lists information about the specified event. To delete an event, be sure you want to delete it, and press <b>[F4]</b> .

### Field Definitions

The following fields on the court/disposition screen identify general information about the case and may not be changed:

<b>W</b>	If a bench warrant is issued on a case a <b>W</b> will appear on the top line of this screen.
CASE#	The case number, as entered on the menu.
JUDGE	The last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) that this case was reopened.

TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below title.)
COD	COD will display if co-defendants exist for this case. Display the case register of actions to get co-defendant case numbers.

### Data Entry Fields

The following fields are used for entering information about court events or results. **Fields which are required to add an event or result are marked with an asterisk (\*)**. Promptable fields are indicated with a plus sign (+) and are activated by [F14].

NUM	System-generated sequential number for an event. The sequential numbering system applies to both clerk and court events.
*DATE	The date of the specific court event. On first access of the court/disposition screen, today's date will be displayed. Change the date as necessary, thereafter, the last date keyed will be displayed. Format = MMDDYYYY.
+*EVT	Three-letter code (from Code Table 3 in Appendix A) for the court event being entered.
+JUDGE	P-Number (from the Attorney Bar File) for the presiding judge. If other than the judge of record.
+ATTNY	P-Number (from the Attorney Bar File) for the attorney present, if other than the attorney that filed appearance.
+RESULT	Three-letter code (from Code Table 4 in Appendix A) for the result determined by the court action. See Appendix A for details on disposing result codes.
+CHG/PTY	Identification of the charges or party involved in the event. (99 or 999 indicates remaining parties or charges)
ACTION/COMMENT	Actions determined by the judge in the case or comments about the case. You may roll/page for additional comment lines.
	The following fields under the heading "NEXT ACTION" are used to enter scheduled court events:
DATE	Date of scheduled next event; format = MMDDYYYY

TIME	Time of scheduled next event; format = XXXX.
A/P	Indicates <b>A</b> = A.M. <b>P</b> = P.M.
+TYPE	Type of next event (from Code Table 2).
+JUDGE	P-Number (from the Attorney Bar File) of the judge assigned to the next event if it differs from the judge of record, however, the judge of record still is maintained.
*+CTRM	Courtroom Code from the County File Maintenance used to insure proper court location address on notices.
PRT	Enter <b>Y</b> in this field when requesting a notice to print.
BLOCK CONFLICT	A warning message will display if a calendar block exists for the requested judge, date and time. Press <b>[ENTER]</b> to update or <b>F1</b> to exit.
ATTORNEY CONFLICT	A warning message can be displayed when an attorney conflict occurs for trial category types and ADR hearings. The warning displays the attorney's P-number and case number in conflict with an option to add the next event anyway or exit. See County File Maintenance in Chapter 5 to set an attorney conflict option.
NEXT ACTION COMMENT	Used for additional information about the Next Action. These comments will be displayed on the calendar and printed on notices.

```

COURT SENTENCING
CASE# 05 -    1111 - FH      CORSIGLIA      OPEN      FILED 080305  ADJ DATE  80305
TITLE PEOPLE OF MICH.     VS DOE,JOHN,                REOPENED

NUM   DATE  EVT  JUDGE  ATTNY      CHG/PARTY      CASHIER
 4 111605  SEN  12239
Code Desc              Ordered Total Ordered      Paid      Balance

____
____
____
____
____
____
____
TOTALS:                  .00          .00          .00          .00 +
PAYMENT DUE: 11162005    REASON: _____
PRISON/ TERM            MIN MAX      CREDIT ENH
SENTENCE:  JAIL TYPE    YYY MMM DDD YYY MMM DDD YYY MMM DDD BEGINS SENT
-           -           -         -         -         -         -         -

PROBATION: MONTHS: ____ TERMS COMMENT: _____
F1=EXIT F2=ADD F5=REFRESH F14=PROMPT ENTER=VERIFY TOTALS HELP

```

Figure 19. Sample Sentencing Screen

## Accessing the Screen

The Court Sentencing Screen (Figure 19) can be accessed only from the Court/Disposition screen by using event codes SEN (sentencing), APO (amended probation order), or MNY (adjust ordered amounts). Only event MNY will allow access to this screen for non-criminal cases.

The function keys defined below can be used from the sentencing screen:

- F1** - To exit the screen
- F2** - To add a sentencing
- F3** - To modify a sentencing
- F4** - To delete a sentencing
- F5** - To refresh the screen. If information has been typed over incorrectly or inadvertently press **[F5]** and the original information will re-display
- F14** - To prompt field. Allows you to display available choices for a particular field.



CASHIER	Enter user's cash id (established in the security record) in this field when adding subsequent SEN events, MNY events, or modifying SEN or MNY events. The only time the cash id is not required is on an original SEN event.
+CODE	Enter an assessable cash code from the cash code list. NOTE: Inactive cash codes may be reduced but not added or increased.
DESC	The cash code description will fill in when the cash code is added.
ORDERED	Enter the ordered amount as ordered by the judge at sentence.  Enter - To verify totals. After entering the ordered amounts, press <b>[Enter]</b> to display the total amount ordered for verification.
TOTAL ORDERED COLUMN	All assessments ordered for this case will be accumulated and displayed under the TOTAL ORDERED column.
PAID COLUMN	All payments will be accumulated and displayed by account under the PAID column.
BALANCE COLUMN	The balances will be calculated by subtracting payments from the ordered amount and displayed by account under the BALANCE column.
TOTALS	The total for each column displayed; Ordered, Total Ordered, Paid, and Balance.
PAYMENT DUE	Date any fines and costs due; format = MMDDYYYY.
REASON	A reason is required in this field when entering a subsequent sentence event or modifying a SEN or MNY event.
PRISON/JAIL	Code to indicate if sentence is for Prison or Jail. P = Prison J = Jail

TERM TYPE	Code to indicate if sentence is to run concurrent, consecutive or is a life sentence. CR = Concurrent CS = Consecutive LI = Life
JAIL MIN	Minimum jail sentence prescribed by judge; format = YMD (Y(1-999), M(1-999), D(1-999)).
MAX	Maximum jail sentence prescribed by judge; format = YMD (Y(1-999), M(1-999), D(1-999)).
CREDIT	Credit for time spent in incarceration prior to court event; format = YMD (Y(1-999), M(1-999), D(1-999)).
BEGINS	Date prescribed jail sentence begins; format = MMDDYYYY.
ENH SENT	Indicates whether sentence is enhanced for habitual offenders. Y = Yes N = No OR leave blank
PROBATION MONTHS	Any period of probation determined by judge; format = 1 - 999 (months).
TERMS/COMMENTS	Any short terms or comments attached by judge to defendant's repayment of fees, fines or probation. (Any long probation order could be indicated here by saying: see probation order.)
<b>NOTE:</b>	Receipt of money to be applied to the above money fields is made on the clerk screen with the event code "COP".

## REGISTER OF ACTIONS SCREEN

### Overview

The Register of Actions (ROA) screen (Figure 20) is an inquiry-only screen which displays all up-to-date information about a case. The top of the screen lists general information about the case as entered on the case header screen. This is followed by a listing of all parties involved in the case. The next section identifies the charges for a criminal case. The last section is a chronological listing of all events in the case. Since most cases will fill more than one screen with information, you can press the roll/page keys and view additional information about the case.

All information entered in the circuit court system is immediately recorded in the case record files and is accessible through the Register of Actions screen. "SUPPRESSED" cases or cases with active warrants will be indicated at the top of the Register of Actions screen. The word "**SUPPRESSED**" or the letter "**W**" will be intensified on PC's or they will flash on terminals. This will only happen for users that have non-public access.

OPEN CASE REGISTER OF ACTIONS PRISON 02/28/2002 PAGE 1  
 01-777777-FH JUDGE CORSIGLIA FILE 09/30/2001 ADJ DT 01/15/2002 CLOSE 01/15/2002  
 ALLEGAN COUNTY SCAO:SEC B LINE 03

D 001 HUMOR,ALAN,GEORGE DOB: 12/06/65 SEX: M RACE:  
 1000 FIRST STREE CTN:039800012301 SID:1234567T  
 ADDRESS LINE 2 DLN:H100200300400 ST:MI PAPER PLATE  
 LANSING, MI 48909-1234 PLATE: 123 ABC YEAR:1999 MAKE:LAMO  
 VIN:VIN45678901234567 PIN: 1234567890  
 PROSECUTOR: BEEBY,GEORGE W.,  
 P-888888  
 ATTORNEY: ULRICH,JOHN M. H, IV  
 P-99999 555-555-5555 RETAINED  
 LOWER DISTRICT: D57 CTY# 3 CASE# 00-1234FY PRELIM: WAIVE 09/27/01  
 INCARCERATION DATE: 09/21/2001 DISTRICT ARRAIGNMENT: 09/24/2001

R 001 JOHNSON,JIMMY, OWE \$500.00 REC \$30.00 BAL \$470.00

#### Bond History

Num	Amount	Type	Posted Date	Status
1	\$1,000.00	Cash	09/24/01	Posted

#### Charges

NUM	TYPE	CHARGE(PACC)	ASC/TRF	CHARGE DESCRIPTION	OFFENSE DT	DSP	EVT
01	ORG	750.110-A	T	B&E BUILDING W/INTENT	09/20/01	PLG	ARR
	LES	750.100		BANKS-COND BUS INSOLVENT			
02	ORG	29.26		FR PRVNT CERT ALR/SUP FRM	09/20/01	PLG	ARR
	LES	29.26	A	FR PRVNT CERT ALR/SUP FRM			
	HAB	769.10		HABITUAL OFFENDER 2ND CON			

#### Assessments

ACCOUNT	ORDERED	PAID	BALANCE
CIRCUIT COURT COSTS	\$100.00	\$ .00	\$100.00
CRIME VICTIM RIGHTS	\$60.00	\$ .00	\$60.00
PENAL FINES	\$500.00	\$ .00	\$500.00
ATTORNEY FEE	\$350.00	\$ .00	\$350.00
TOTAL:	\$1,010.00	\$ .00	\$1,010.00

#### Actions, Judgments, Case Notes

NUM	DATE	JUDGE	CHG/PTY	EVENT DESCRIPTION/COMMENTS	
1	09/30/01	CORSIGLIA		RETURN TO CIRCUIT COURT INFORMATION FELONY FINGERPRINTS	CLK GAH CLK CLK

Figure 20. Sample Criminal ROA Screen

### Accessing the Screen

The Register of Actions screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, by entering the CASE# as described in Chapter 3 - Accessing Case Management Screens.

Each clerk or court event is assigned a sequential number by the system. On the Register of Actions screen, however, all events are displayed chronologically (by DATE). The event number designation is used primarily for accessing information that will be updated or deleted.

### Printing the Register of Actions

To print a hard copy of the Register of Actions screen from the Circuit Case Management Menu, type the CASE YEAR and NUMBER and press **[F8]**.

To print a hard copy of the Register of Actions screen from the next transaction line of another case management screen, type the CASE # and **PRT** in the NEXT field and press the appropriate function key.

To print a hard copy of the Register of Actions screen from the name inquiry screen, position the cursor on the requested case and press **[F8]**.

### Displaying Account History

To display the account history for a case, display the Register of Actions, then press **[F7]**. See Figure 21.

### Printing Account History

To print a hard copy of the account history, display the account history then press **[F10]**. See Figure 22.

### Displaying Next Actions

To display future activity scheduled for the case, display the Register of Actions, then press **[F8]**. See Figure 23.

### Search Register of Actions

To search the Register of Actions for a particular event code, event number or word, display the Register of Actions and press **[F16]**. A search line will display on the Register of Actions screen just above the function keys. Enter the desired event code, event number or word and press **[F16]** to search the ROA. The cursor will position next to the line where a match is found. Press **[F16]** again to find the next occurrence. The cursor will return to the search line when no matches are found.

### Position the Register of Actions

Press **[F17]** or **[F18]** to position to the top or bottom of the Register of Actions.

OPEN 04-002345-FH JUDGE BEACH ALLEGAN COUNTY

CASE REGISTER OF ACTIONS FILE 09/01/04 ADJ DT 09/20/04

11/16/05 PAGE 1

SCA0:SEC B LINE 03

Account History							Balance:	370.00
Date	Event	A/P	Acct	Receipt#	Loc	Amount	Balance	
9/12/05	4	A	CV		1	60.00	60.00	
9/12/05	4	A	SMC		1	60.00	120.00	
9/12/05	4	A	CC		1	250.00	370.00	

F1/F3=Exit F10=Print F11=Alt View F17=Top F18=Bottom Roll/Page

MA a

NEXT CASE# 04 - 2345 - FH CHG/EVT PTY JUDGE DT

Figure 21. Sample Account History

The account history (Figure 21) displays all assessments/payments (A/P) for a case. Press **[F10]** to print a hard copy of the account history. The defendant's name and address will print on the hard copy so that you may use a window envelope and mail it. Only the plaintiff's name and address will print on copies for civil cases. Press **[F11]** to display the description/reason of the transaction and the initials of the user. You may position the list by entering a date and pressing **[Enter]**. **[F17]** and **[F18]** will display the top or bottom of the list.

OPEN CASE REGISTER OF ACTIONS 08/20/00 PAGE 1  
 00-003012-FH JUDGE BEACH FILE 7/11/00 ADJ DT

00-003012			Next Action Dates		08/20/00	
Position to Date: _____						
Date	Time	Judge	Next Action / Comment		Evt	
08/18/00	10:00A	CORSIGLIA	MISCELLANEOUS HEARING		5	CLK
			FIRST LINE OF COMMENTS			
09/30/00	10:00A	CORSIGLIA	MOTION HEARING		12	CLK
			SUMMARY DISPOSITION			

F1/F3=Exit F10=Print F17=Top F18=Bottom Roll/Page

F1/F3=Exit F10=Print Roll/Page

F1/F3=Exit F7=Account History F8=Nxt Action F16=Search F17=Top F18=Bottom Roll/Page  
 NEXT CASE# 00 - 3012 - FH CHG/EVT PTY JUDGE DATE

Figure 23. Sample Next Action Dates Window

## NAME INQUIRY SCREEN

### Overview

The name screen (Figure 24) is an inquiry-only screen which displays information about all individuals (alternate name and alias) involved in any circuit court activity. The list is maintained alphabetically by last name and includes the case number, judge of records' alpha identification, county number, party designation, alternate type, filing date, case status, alternate number, outstanding balance, date of birth and warrant indicator. This list is a permanent index and remains after the case information has been purged (see microfilm).

County: 03		NAME INQUIRY		06/17/00	
Position to: _____					
LAST NAME,FIRST,MI,SUF	CASE NUMBER	PARTY/ALT	FILE DATE	ALT#	
JONES,ALLAN,J,II	96-007159-DS-C 09	D 001	03/08/96 C		

Figure 24. Sample Name Inquiry Screen

JONES, BARBARA, L	96-007256-DM-C 09	P 001	06/04/96	C
JONES, BERNITA, A	96-007259-DP-C 09	P 001	05/20/96	C
JONES, BERNITA, D	97-007526-DS-P 09	P 001	08/29/97	C
JONES, BEVERLY, G	85-001551-FH-C 09	D 001	12/03/85	C
JONES, BEVERLY, G	96-007209-DS-C 09	P 001	04/04/96	C
JONES, BILL, JR	95-007012-DS-B 09	D 001	01/14/95	C
JONES, BILLY, R	85-003054-NM-B 09	TD001	01/26/85	M
JONES, BRENDA,	97-009136-FH-C 09	D 001	03/11/97	C
	BAL 495.00	DOB	02/08/66	W
JONES, CYNTHIA, J	89-003430-DP-P 09	P 001	04/16/89	C

F1= Exit    F5= Clerk Scrn    F7= Display ROA    F8= Print ROA    Roll/Page  
 NEXT \_\_\_\_ CASE# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ CHG/EVT \_\_\_\_ PTY \_\_\_\_ JUDGE \_\_\_\_ DATE \_\_\_\_

### Accessing the Screen

The name screen can be accessed only from the Circuit Case Management Menu by using one of three methods:



- To Access by Last Name "Sound-Alike" If you do not know how to spell the party's last name, type a "sound-alike" last name in the NAME field and press **[F10]** (the SOUNDX option).
- To Access by Partial Last Name If you know how to spell part of the party's last name, type the first letters in the NAME field and press **[F11]**.

Scrolling the List If you accessed the name screen by partial last name, the system lists all names in the name file beginning with the specified letters. If you used the last name option, the system lists all names found with the exact spelling. If you used the SOUNDX option, the system lists all names meeting the SOUNDX criteria. To scroll DOWN one full screen, press the roll down key. To scroll UP one full screen, press the roll up key.

### Field Definitions

The name inquiry screen provides the following information about the party name you access:

- COUNTY Allows multi-county courts to list only cases for their county. Enter a valid number and press **[ENTER]**.
- POSITION TO This field allows you to put in a party's name and press **[ENTER]**. This will automatically reposition your cursor on that party without having to exit to the Case Management Menu every time.
- NAME Full name of party by last name, first, middle initial, suffix.
- CASE# Number of the case with which a party is associated.
- PARTY Party designation (from Appendix B) for individuals involved in circuit court cases.
- ALT Alternate type code (from Code Table 6) for alias (if any) of party.
- FILE DATE Date party was initiated into the case.
- STATUS This unmarked field displays the status of the case:  
C = Closed  
D = Deferred  
M = ADR  
O = Open
- ALT # Number assigned to alternate name referred to as alternate number. Needed if name screen modification is required.

BAL	Party's outstanding balance.
DOB	Party's date of birth.
W	Indicates there is an outstanding warrant. This field is intensified on a PC and it flashes on a terminal.

#### Display or Print a Register of Actions

F7 = Display ROA	Move the cursor using the arrow or tab keys to the case number to be displayed. Press the <b>[F7]</b> key. The register of actions of the case will be displayed.
F8 = Print ROA	Move the cursor using the arrow or tab keys to the case number to be printed. Press the <b>[F8]</b> key. The register of actions will be printed.

## ABSTRACT UPDATE

### Overview

The Abstract Module is accessible from the Next Transaction Line or through the Abstract Reporting Menu from the Circuit Court Master Menu.

### Accessing the Abstract Menu

When accessing the Create/Update Abstract screen from the Next Transaction Line, enter **ABS** in the NXT field, the case year and number, and the abstractable Count in the CHG/EVT field when creating an abstract or enter **ABS** in the NXT field, the case year and number, and the Sequence Number in the JUDGE field to modify an existing abstract that has not been sent to JIS.

## CALENDAR MONTH AT A GLANCE

### Overview

The Calendar Month at a Glance screen (Figure 25) displays the requested month of the calendar for the requested judge or attorney. If no date was requested from the Case Management menu, the current month will display. A day which displays brighter or white, has something scheduled. The cursor can be positioned to the desired date to display the Daily Detail, Daily Summary, or Print Request screens.

ALLEGAN COUNTY  
HONORABLE GEORGE R. CORSIGLIA  
Bar#: 12239

Month at a Glance

May 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	2	<b>3</b>	<b>4</b>	<b>5</b>	6
7	<b>8</b>	<b>9</b>	<b>10</b>	11	<b>12</b>	13
14	<b>15</b>	16	<b>17</b>	<b>18</b>	19	20
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	27
28	<b>29</b>	30				

F1/F3=Exit
F5=Detail
F6=Summary
F7=Prev
F8=Next
F9=Print
F11=Block

Figure 25. Sample Calendar Month at a Glance Screen

### Accessing the Screen

The Calendar Month at a Glance screen can be accessed from either the Case Management menu or the next transaction line by entering the judge's or attorney's P-Number and leaving the date blank as described in Chapter 3 -Accessing Case Management Screens.

### Display Daily Detail

Press **[F5]** to display the Daily Detail screen which lists all events for the requested day.

Display Daily Summary

Press **[F6]** to display the Daily Summary screen which displays a count of each event scheduled for the requested day.

Scrolling the Calendar

To scroll through the calendar by month, press **[F7]** to display the previous month or **[F8]** to display the next month.

Printing the Calendar

To print the calendar for a judge or attorney, press **[F9]** on this screen. The calendar may be printed from the Case Management menu by entering the P-Number in the JUDGE field and the desired date in the DATE field and press **[F13]**. To print a calendar from the next transaction line of another screen, enter CLP in the NEXT field, the P-Number in the JUDGE field and the desired date in the DATE field and press **[F1]**. A pop-up window will display for you to print the calendar.

Calendar Blocking

To block a date or date range, press **[F11]** on Month at a Glance or Daily Detail screen. Any part of a day, full day or date range may be blocked. Time can also be blocked for one judge, all judges, one county or all counties for multi-county circuits. The following steps will place a block on the calendar:

- After pressing **F11** to display the Calendar Blocking screen, choose county number or for multi-county circuits who wish to block all counties, enter zero for all counties.
- Press **F6** to add a block.
- Enter the judge's or referee's P number or leave blank for all.
- Enter the date range in the appropriate fields. If times are left blank, the entire day will be blocked.
- Press ENTER.

NOTE: When scheduling a case from the Clerk, Court, or Calendar update screens, a warning message will display if a block exists for the requested judge, date and/or time.

03 ALLEGAN COUNTY		Calendar Blocking		FRIDAY	
HONORABLE GEORGE R. CORSIGLIA				OCTOBER 19, 2001	
Bar#: <u>12239</u>				Position To Date: <u>10192001</u>	
Options:    2=Change    4=Delete    5=Display					

Opt	Co	Bar No.	From Date	To Date	From Time	T
—	03	12239	10312001	10312001	01:00 P	0
—	00	12239	11192001	11252001		
—	00		11222001	11232001		
—	00		12252001	12252001		
—	00		12312001	12312001		
—	00		01012002	01012002		

**Calendar Blocking Detail**

Co    Bar No.  
03    12239

FromDate    To Date  
10012001    10012001

From                      To  
Time   A/P                  Time   A/P  
\_\_\_\_\_

Description  
\_\_\_\_\_

**F1/F3=Exit      Enter=Process**

F1/F3=Exit	F5=Detail	F6=Add	F10=Month
------------	-----------	--------	-----------

Sample Calendar Blocking screen

Field Definitions

The Calendar Month at a Glance screen displays the following information at the top of the screen:

**BAR#**      The requested bar number for the judge or attorney. The name of the judge or attorney specified displays for verification. If you want to display the calendar for another judge or attorney, enter the new bar number in the BAR# field and press **[ENTER]**.

**Days of the Month**      The days of the requested month display. The days which are brighter or white have something scheduled. Position your cursor

to the desired day and press the appropriate function key to display the Daily Detail, Daily Summary, or Print Request screens.

## CALENDAR DETAIL

### Overview

The Calendar Detail screen (Figure 26) displays events scheduled for a requested judge or attorney, and requested date. Scheduled events which have been entered on the Clerk and Court/Disposition screen next action fields are included. You can press the Roll/Page keys and view additional scheduled events for the day. With proper authority, you may update the calendar by using the appropriate options or function key.

ALLEGAN COUNTY		Daily Detail		MONDAY	
HONORABLE GEORGE R. CORSIGLIA				May 1, 2000	
Bar#: 12239				Date: 05012000	
Options: 2=Change 5=Display 6=Reschedule 7=Remove 8=Next Action					
R=Register of Actions					
Opt	Time	Event	Case Number	Parties	Attorneys
—	08:00A	SENTENCING	99-888888-FH	JONES,JAMES,J	CELELLO
—	10:00A	MOTION	99-118913-FH	HOLMES,JUDY,	SANDERS
—	01:00P	PRO-CON	00-012708-DO	MALLOY/MALLOY	WALLACE/HYDE
					Bottom
F1/F3=Exit F5=Summary F6=Add F7=Prev F8=Next F9=Print F10=Month F11=Block					
Roll/Page					

Figure 26. Sample Calendar Detail Screen

### Accessing the Screen

The Calendar Detail can be accessed from either the Case Management Menu or the next transaction line, by entering the judge's or attorney's P-Number and date as described in Chapter 3 -Accessing Case Management Screens.

### Field Definitions

The Calendar Detail displays the following information at the top of the screen:

BAR#	The requested bar number for the judge or attorney. The name of the judge or attorney specified displays for verification. If you want to display the calendar for another judge or attorney, enter the new bar number in the BAR# field and press <b>[ENTER]</b> .
DATE	The requested date for the calendar to display. The day, month and year display for verification. If you want the calendar to



display another date, type the date in the DATE field and press **[ENTER]**.

**OPTIONS** If you have authority to update the calendar, the options will be 2=Change 5=Display 6=Reschedule 7=Remove 8=Next Action R=Register of Actions.

If you do not have authority to update the calendar, the only option that will appear is 5=Display.

**TIME** Scheduled time of the event.

**EVENT** Type of event (SENTENCING, MOTION, etc.)

**CASE NUMBER** Circuit assigned cases numbers.

**PARTIES** Primary party(s) for the case. The name of the defendant displays for criminal cases. The last names of the primary plaintiff and defendant displays for civil cases.

**ATTORNEY** Last names of attorneys for primary plaintiff and defendant on civil cases. Last name of attorney for defendant on criminal cases.

#### Display Calendar Summary

Press **[F5]** to toggle to the Calendar Summary screen. This screen displays a count of each event scheduled for that date. The summary screen can be helpful when trying to determine when an event can be scheduled.

#### Updating the Calendar

To access the screen to add a calendar event press the **[F6]** function key from the Daily Detail screen. The Calendar Entry Detail window (Figure 27) will be displayed. Type the appropriate information in the available fields and press the **[ENTER]** key.

3 ALLEGAN COUNTY HONORABLE GEORGE R CORSIGLIA Bar#: 12239	Daily Detail	MONDAY MAY 1, 2000 Date: 05012000
---	--------------	---

Options: 2=Change 5=Display 6=Re  
 R=Register of Actions

Opt	Time	Event	Case Number
-	10:00A	MOTION HRG	99-013647-D
-	10:00A	MISC HEARING	00-022209-D
-	11:45A	MOTION HRG	99-022209-D
-	11:45A	MISC HEARING	99-022280-C
-	03:00P	MOTION HRG	99-022280-C
-	03:00P	MISC HEARING	98-013647-D

Calendar Entry Detail

Case: 00 - \_\_\_\_\_ - \_\_\_\_

Event Date	Event Prnt	Evt#
05012000	_____	_____

Next Date	Time	A/P	Type	Judge	CrtRm
<u>05012000</u>	_____	_____	_____	<u>12239</u>	<u>CC02</u>

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F1/F3=Exit F14=Prompt ENTER=Process

F1/F3=Exit F5=Summary F6=Add F7=

Figure 27. Sample Calendar Entry Detail Window

### Field Definitions

CASE	The number of the case for which the calendar event is being scheduled.
EVENT DATE	The date the scheduled event is entered into the database. The current date will default to this field.
EVENT	The code for the event entered (Code Table 1, Appendix A).
PRNT	Type a "Y" in this field to print a Notice of Hearing for this calendar event.
EVT#	The clerk event number assigned to this entry.
NEXT DATE	The date the event will appear on the calendar; format = MMDDYYYY.
TIME	The time of the scheduled event will be heard; format = 9999.
A/P	Indicate A for A.M. or P for P.M.

TYPE	The code indicating type of scheduled event (Code Table 2).
JUDGE	The P-number (from the bar file) of the judge that will hear the scheduled event.
CRTRM	The identifier of the courtroom location where the scheduled action will be heard.
COMMENTS	These fields are used to further describe the schedule event.
CALENDAR BLOCK	A warning message will display if a calendar block exists for the requested judge, date and time. Press <b>[ENTER]</b> to update or <b>F1</b> to exit.
To Change a Calendar Entry	To access the screen to update calendar information, enter the number <b>2</b> in the option field next to the appropriate calendar entry from the Daily Detail screen and press the <b>[ENTER]</b> key. The Calendar Entry Detail screen will be displayed, make the necessary changes and press the <b>[ENTER]</b> key.
To Display a Calendar Entry	To access the screen to display calendar information, enter the number <b>5</b> in the option field next to the appropriate calendar entry from the Daily Detail screen and press the <b>[ENTER]</b> key. The Calendar Entry Detail screen will be displayed.
To Reschedule a Calendar Entry	To access the screen to reschedule a calendar entry, enter the number <b>6</b> in the option field next to the appropriate calendar entry from the Daily Detail screen and press the <b>[ENTER]</b> key. The Calendar Entry Detail screen will be displayed, make the necessary entry to reschedule the event and press the <b>[ENTER]</b> key. Two clerk events will be written to the register of actions, one to remove the old calendar event, the other to add the new calendar event.
To Remove a Calendar Entry	To access the screen to remove a calendar entry, enter the number <b>7</b> in the option field next to the appropriate calendar entry from the Daily Detail screen and press the <b>[ENTER]</b> key. A clerk event will be written to the register of actions to remove the old calendar event.
To Display the Next Action Window	To access the screen to display the Next Action Window, enter the number <b>8</b> in the option field next to the appropriate calendar entry from the Daily Detail screen and press the <b>[ENTER]</b> key.

Scrolling the Calendar

To scroll through the Calendar Detail by day, press **[F7]** to display the previous day or **[F8]** to display the next day.

Printing the Calendar

To print the calendar for a judge or attorney, press **[F9]** on this screen. The calendar may be printed from the Case Management menu by entering the P-Number in the JUDGE field and the desired date in the DATE field and press **[F13]**. To print a calendar from the next transaction line of another screen, enter CLP in the NEXT field, the P-Number in the JUDGE field and the desired date in the DATE field and press **[F1]**. A pop-up window will display for you to print the calendar.

Display Month at a Glance

Press **[F10]** to display the calendar for the month.

## CALENDAR SUMMARY

### Overview

The Calendar Summary screen (Figure 28) displays a count of each event scheduled for the requested judge or attorney, and requested date. This screen can be helpful when trying to determine when to schedule a court event.

ALLEGAN COUNTY		Daily Summary	MONDAY
HONORABLE GEORGE R. CORSIGLIA			May 1, 2000
Bar#: 12239			Date: 05012000
Count	Event		
3	SENTENCING		
5	MOTION HEARING		
2	MISCELLANEOUS HEARING		
F1/F3=Exit		F5=Detail	F7=Prev F8=Next F9=Print F10=Month
		Roll/Page	Bottom

Figure 28. Sample Calendar Summary Screen

### Accessing the Screen

The Calendar Summary screen can be accessed from either the Calendar Month at a Glance screen by pressing **[F6]** or the Calendar Daily Detail screen by pressing **[F5]**.

### Display Calendar Detail

Press **[F5]** to toggle to the Calendar Detail screen.

### Scrolling the Calendar

To scroll through the Calendar Summary by day, press **[F7]** to display the previous day or **[F8]** to display the next day.

### Printing the Calendar

To print the calendar for a judge or attorney, press **[F9]** on this screen. The calendar may be printed from the Case Management menu by entering the P-Number in the JUDGE field and the desired date in the DATE field and press **[F13]**. To print a calendar from the next transaction line of another screen, enter CLP in the NEXT field, the P-Number in the JUDGE field and the desired date in the DATE field and press **[F1]**. A pop-up window will display for you to print the calendar.

### Display Month at a Glance

Press **[F10]** to display the calendar for the month.

### Field Definitions

The Calendar Summary displays the following information at the top of the screen:

BAR#	The requested bar number for the judge or attorney. The name of the judge or attorney specified displays for verification. If you want to display the calendar for another judge or attorney, enter the new bar number in the BAR# field and press <b>[ENTER]</b> .
DATE	The requested date for the calendar to display. The day, month and year display for verification. If you want the calendar to display another date, type the date in the DATE field and press <b>[ENTER]</b> .
COUNT	A number of times a particular event is scheduled for the requested date.
EVENT	The description of the event being counted.

## CALENDAR PRINT REQUEST

### Overview

The Calendar Print Request screen (Figure 29) is used to print a calendar for the requested judge or attorney, and requested date or date range.

ALLEGAN COUNTY		Daily Detail	MONDAY
HONORABLE GEORGE R. CORSIGLIA			May 1, 2000
Bar#: 12239			Date: 05012000
Options: 2=Change 4=Delete 5=Display			
Opt Time	Event	Case Number	
_ 08:00A	SENTENCING	00-888888-FH	
_ 10:00A	MOTION	00-118913-FH	
_ 01:00P	PRO-CON	00-012708-DO	

Calendar Print Request  
County: 03  
Bar#: 12239  
GEORGE R CORSIGLIA  
From: 05012000 May 01, 2000  
To: 05012000 May 01, 2000  
F1/F3=Exit F9=Print

F1/F3=Exit F5=Summary F6=Add F7=Prev F8=Next F9=Print F10=Month Bottom Roll/Page

Figure 29. Sample Calendar Print Request Screen

### Field Definitions

The Calendar Print Request window displays the following information:

- BAR#** The requested judge or attorney. The Bar# can be changed while in the print request window.
- DATES** The requested From and To dates default from the previous screen. The dates can also be changed while in the window. A single date can be entered or a date range.

### Printing the Calendar

Press **[F9]** to print the calendar. See Figure 30.

COURTROOM CALENDAR FOR  
HONORABLE GEORGE R. CORSIGLIA  
ALLEGAN COUNTY

RUN DATE: 6/05/00  
RUN TIME: 15:17:35

MONDAY, JUNE 05, 2000

9:00A	MOTION	00-888888-FH	HAHN,JOE,	CELELLO
10:00A	MISC HEARING	00-118913-FH	HINES,GLEN,	SANDERS
		PRISON		
11:00A	TRIAL	99-001119-NI	MALL/HYNES	WALL/HYDE
		SETTLEMENT CONFERENCE IN CHAMBERS BEFORE		
		TRIAL		

TUESDAY, JUNE 06, 2000

10:00A	TRIAL	99-001119-NI	MALL/HYNES	WALL/HYDE
		TRIAL CONTINUED		

WEDNESDAY, JUNE 07, 2000

1:00P	PRO-CON	00-012708-DO	HALL/HALL	HUNT/CASS
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Figure 30. Sample Calendar Print



## ATTORNEY WINDOW

### Overview

The attorney window (Figure 31) is used to look up, modify and delete general information about attorneys, judges, and evaluators. The system alphabetically lists all attorneys included in your circuit court attorney file, which is maintained on the attorney bar file maintenance screen in the utility system. The attorney file is a shared JIS application. It is maintained at the local level with periodic updates from JIS. When a change is made to an attorney's record, a date stamp will be applied to it. If there is an update on the JIS file, it will compare the two dates and apply the most current change.

CIRCUIT CASE MANAGEMENT MENU

COUNTY 03    FINANCIAL LOCATION 01

Page 1 of 2

CASE YEAR	NUMBER	TYPE	CHG/EVT	PARTY	ALT NO																																																																																				
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Professionals Selection by Bar#</p> <p>Position to: _____</p> <p>1=Select   2=Change   4=Delete   5=Display</p> <p>Opt   Bar#   Name</p> <table style="width: 100%;"> <tr> <td style="width: 5%;">—</td> <td style="width: 15%;">12239</td> <td style="width: 55%;">CORSIGLIA, GEORGE R,</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>—</td> <td>12240</td> <td>CORTRIGHT, ADELBERT,</td> <td></td> <td></td> <td>F12 (CAL)</td> </tr> <tr> <td>—</td> <td>12241</td> <td>CORY, MICHAEL J,</td> <td>T)</td> <td></td> <td>F13 (CLP)</td> </tr> <tr> <td>—</td> <td>12242</td> <td>COSMENCO, DANIEL,</td> <td>ES</td> <td></td> <td>F14 (MED)</td> </tr> <tr> <td>—</td> <td>12243</td> <td>COSS, JAMES H,</td> <td></td> <td></td> <td>F15</td> </tr> <tr> <td>—</td> <td>12244</td> <td>COSTANZO, JOSEPH C,</td> <td></td> <td></td> <td>F16 (CSH)</td> </tr> <tr> <td>—</td> <td>12245</td> <td>COSTELLO, MARY P,</td> <td></td> <td></td> <td>F17 (LBL)</td> </tr> <tr> <td colspan="5"></td> <td>F18 (MCK)</td> </tr> <tr> <td colspan="5"></td> <td>F19 (MSU)</td> </tr> <tr> <td colspan="5"></td> <td>F20 (MSP)</td> </tr> <tr> <td colspan="5"></td> <td>F21 (MCL)</td> </tr> <tr> <td colspan="5"></td> <td>F22 (D R)</td> </tr> <tr> <td colspan="5"></td> <td>F23 (D P)</td> </tr> <tr> <td colspan="5"></td> <td>F24 (OFF)</td> </tr> </table> <p style="text-align: right;">More..</p> <p>F3=Exit    F6=Add    F7=Alt Seq</p> </div>						—	12239	CORSIGLIA, GEORGE R,				—	12240	CORTRIGHT, ADELBERT,			F12 (CAL)	—	12241	CORY, MICHAEL J,	T)		F13 (CLP)	—	12242	COSMENCO, DANIEL,	ES		F14 (MED)	—	12243	COSS, JAMES H,			F15	—	12244	COSTANZO, JOSEPH C,			F16 (CSH)	—	12245	COSTELLO, MARY P,			F17 (LBL)						F18 (MCK)						F19 (MSU)						F20 (MSP)						F21 (MCL)						F22 (D R)						F23 (D P)						F24 (OFF)
—	12239	CORSIGLIA, GEORGE R,																																																																																							
—	12240	CORTRIGHT, ADELBERT,			F12 (CAL)																																																																																				
—	12241	CORY, MICHAEL J,	T)		F13 (CLP)																																																																																				
—	12242	COSMENCO, DANIEL,	ES		F14 (MED)																																																																																				
—	12243	COSS, JAMES H,			F15																																																																																				
—	12244	COSTANZO, JOSEPH C,			F16 (CSH)																																																																																				
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<p>NAME (PARTIAL)    F11 (PAR)    DISPLAY RECEIPT    F22 (D R)</p> <p>ABSTRACT UPDATE    (ABS)    DISPLAY PRINT    F23 (D P)</p> <p>ROLL UP=PAGE 2    SIGNOFF    F24 (OFF)</p>																																																																																									

Figure 31. Sample Attorney Window

Each circuit court has the option of using the complete State of Michigan bar file or customizing its own file.

### Accessing the Window

The attorneys window is accessed from the Circuit Case Management Menu by typing the attorney's last name or a portion of the name in the NAME field on the case management menu and pressing **[F15]** or by prompting **[F14]** on the attorney field on the clerk screen or the court/disposition screen . The attorney window that appears lists seven attorneys, beginning with the specified name and followed by an alphabetical listing of other attorneys in the file.

#### Scrolling the List

To display the next seven attorneys, press the roll down key. To display the previous seven attorneys, press the roll up key.

### Field Definitions

The attorney window displays the following information:

#### POSITION TO

Enter attorney's last name and press enter to position to another attorney.

#### OPTIONS

By selecting one of the options, you may Select, Change, Delete, or Display a single attorney's information.

#### BAR NO.

The State of Michigan Bar P-Number for each attorney.

#### NAME

The attorney's name; format = LAST NAME,FIRST NAME,MIDDLE INITIAL.

### Display Attorney Address

To display the address of an attorney, position the cursor by using the arrow keys on the desired attorney line and enter a number **5** and press **[ENTER]**. The address of the attorney will display.

If you need to modify an attorneys address, enter a number **2** in the option field next to the attorneys name and press **[ENTER]**.

The only acceptable "Type" codes are **J** = Judge, **A** = Attorney, or leave blank.

## ADR CASE MANAGEMENT SCREEN

### Overview

The Alternative Dispute Resolution case management screen (Figure 32) is used to enter information about civil case ADR. The screen records activity involving parties in the ADR process for a given case, including dates of activities, notices, receipt of brief information, and acceptance or rejection of ADR findings by each party. This screen is accessed to begin the recording of the ADR process and will change the status of the case to "M".

ALTERNATIVE DISPUTE RESOLUTION										9/03/00
CASE# 99 - 3389 - DO JUDGE CAPRATHE CLO FILED 8/27/99					ADJ DT					
TITLE SOCHACKI, EDMUND, VS SOCHACKI, ANN, M					COD REOPENED					
DATE		CONDUCT HEARING		NOTICE		HEARING		RESULT		DMC
ORDERED	CLERK	AFTER DATE		DATE	DATE	TIME	A/P	LOC	SERVICE DATE	ON
12011999	1	03022000		04012000	05012000	8:00	A	1		
EVALUATOR #1		14411		EVALUATOR #2		21105		EVALUATOR #3		12511
#4				#5						
PARTY		PARTY NAME		ATTORNEY		FEE	BRIEFS	POS	ACCEPT	
						AMT	REC DT	REC DT	REJECT	
P 001	SOCHACKI, EDMUND, F		GREVE, GUY						-	
D 001	SOCHACKI, ANN, M		BOCK, THOMA						-	
F1= EXIT      F2= ADD      F8= NEXT ACTION      F14= PROMPT      HELP NEXT <u>ACK</u> CASE# <u>99 - 3389</u> - <u>DO</u> CHG/EVT ____ PTY ____ JUDGE ____ DATE ____										

Figure 32. Sample Alternative Dispute Resolution Screen

### Accessing the Screen

The ADR case management screen can be accessed from either the case management menu or the next transaction line by using the procedures described in Chapter 3 -Accessing Case Management Screens. The ADR screen that appears identifies the case and contains fields for entering or reviewing the pertinent ADR data and the settlement reached with each party involved in the case. To add or update any of the information, type data in the corresponding fields and press the appropriate function key.

### Scrolling the Screen

The ADR screen has space to list up to nine parties involved in the case. If there are more than nine parties, NXT will appear in the

NEXT field. Press the appropriate function key to process the current screen. Then additional screens will be displayed for the remaining active parties.

### Field Definitions

The following fields on the ADR screen identify general information about the case and may not be changed. Promptable fields are indicated with a plus sign (+) and activated by **[F14]**.

Next scheduled TRL category (ie JYT, NJT) is displayed.

CASE#	Case number, as entered on the menu.
JUDGE	Last name of the judge ordering the ADR.
FILED	Case filed date.
TITLE	Official title of the case.
COD	This unlabeled field indicates that the case is consolidated with another civil case.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) the case was reopened.
PARTY	Party description for each party active on the case. (Each screen has space for up to nine parties.) These are only entered on the party screen.
PARTY NAME	Name of each party involved in ADR.
ATTORNEY	Last name of the attorney representing each party involved in the ADR. Entered through party screen.

### Data Entry Fields

The following fields on the ADR screen are used for entering information about the ADR process and parties. **Required fields are noted with an asterisk.**

*DATE ORDERED	Date on which the ADR was ordered.
*CLERK	ADR Clerk number as set up in the ADR Clerk Control File.
*CONDUCT HEARING AFTER DATE	Date after which a hearing can be conducted (usually an SCAO stipulated amount of time after the DATE ORDERED(motion and

	discovery deadlines)); must be entered at the same time as DATE ORDERED.
NOTICE DATE	Date a notice is officially sent to involved parties. This field is updated when a ADR notice is printed.
HEARING DATE	Date of the official ADR hearing; must be entered to have an ADR notice generated.
HEARING TIME	Time of the ADR hearing; must be entered at the same time as the HEARING DATE; format = HHMM.
A/P	Indicates <b>A</b> = A.M. or <b>P</b> = P.M.
*HEARING LOC	Location for the ADR hearing. If left blank, the county address will be printed on the ADR hearing notices. If a location number is entered it must be found in the ADR location file.
ATTORNEY CONFLICT	A warning message can be displayed when an attorney conflict occurs for trial category types and ADR hearings. The warning displays the attorney's P-number and case number in conflict with an option to add the next event anyway or to exit. See County File Maintenance in Chapter 5 to set the attorney conflict option.
RESULT SERVICE DATE	Date by which parties were served with the results of the ADR hearing.
DAMAGES	This field is no longer used. It use to be used to indicate whether damages were (O)ver, or (U)nder the amount of \$10,000.00
+MEDIATOR #1-5	P-Numbers for the ADR panel found in the Attorney Bar File. Up to five evaluators may be entered.
FEES	ADR filing fees that have been paid.
BRIEFS RECEIVED DT	Date the brief was filed by each party's attorney.
POS REC DT	Date the proofs of service were received by the ADR clerk for briefs mailed to evaluators.
ACCEPT/REJECT	Indicates whether each party has (A)cccepted, (R)ejected, (C)onditionally accepted, or accepted a (B)ifurcated response for the ADR recommendation.

**Note:** When entering a conditional or bifurcated response, be sure to enter an ADR clerk event of CON or BIF with the conditions of the response. Any CON or BIF clerk event will print on the Notice of Results.

## ADR CLERK SCREEN

### Overview

The ADR clerk screen (Figure 33) is used to record events initiated or recorded by the ADR clerk. All events and comments recorded on this screen can be reviewed on the ADR register of actions screen. An ADR case management screen must be entered before this screen can be accessed.

ADR CLERK - ALLEGAN COUNTY                      ADR CLERK

CASE# 00 - 20940 - CZ    CORSIGLIA                      ADR                      FILED 061600 ADJ DT

TITLE NELSON, DAVID,                      VS WEAVER BUILDERS IN                      REOPENED

NEWMEYER                      DARK

NUM	DATE	PARTY	EVT
1	_____	__ __	__

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F1=EXIT                      F2=ADD                      F14=PROMPT                      HELP

NEXT ACK CASE# 97 - 20940 - CZ CHG/EVT \_\_\_\_\_ PTY \_ \_\_\_\_\_ JUDGE \_\_\_\_\_ DATE \_\_\_\_\_

Figure 33. Sample ADR Clerk Screen

### Accessing the Screen

The ADR clerk screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, by entering the three letter code described in Chapter 3 - Accessing Case Management Screens.

This screen is also used to record a conditional acceptance by a party. Enter the party in the party description fields and the code "CON" from Code Table 7 in the event field. Enter the conditions from left to right in the comments. These comments will be printed for the corresponding party on the Notice of Acceptance/Rejection of ADR Evaluation.

To Add an Event	To access the ADR clerk screen when you are adding an event or comment, enter the CASE#. The clerk screen that appears identifies the case but does not list any previous events or comments. Type information for the event in the appropriate fields and press <b>[F2]</b> . The added event or comment becomes a part of the ADR case file.
To Update an Event	To access the ADR clerk screen when you are updating an event or comment, enter the CASE# and the EVT number. This is a sequential event number for the case assigned by the system when you entered the event. You can find this EVT number by reviewing the ADR register of actions screen. The screen that appears identifies the case and lists information about the specified event or comment. To update the recorded data, type the new information over the old and press <b>[F3]</b> .
To Delete an Event	To access the ADR clerk screen when you are deleting an event or comment, enter the CASE# and the EVT number. This is a sequential event number for the case assigned by the system when you entered the event. You can find this EVT number by reviewing the ADR register of actions screen. The screen that appears identifies the case and lists information about the specified event or comment. To delete an event, press <b>[F4]</b> . A message will display to confirm the delete. Press <b>[ENTER]</b> to confirm or <b>F1</b> to exit.

#### Field Definitions

The following fields on the ADR clerk screen identify general information about the case and may not be changed:

CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below this title.)



COD This unlabeled field indicates that this case is consolidated with another civil case.

### Data Entry Fields

The following fields are used for entering information about ADR clerk events. **Required fields are marked with an asterisk.** Promptable fields are indicated with a plus sign (+) and activated by [F14].

NUM System-generated sequential number for an event.

\*DATE The date of the event or comment; format = MMDDYYYY.

+PARTY Identification of the party involved in the event being recorded.

+\*EVENT Code for the event entered (from Code Table 7, Appendix A). When one of the ADR clerk codes are used to remove the ADR status from a case, the first 30 characters of the long description will be written on the circuit case register of actions.

**NOTE:** Either EVENT or COMMENT is required for ADR clerk screen action.

COMMENT Comment(s) about this entry. Up to 20 may be entered on this screen.

## ADR REGISTER OF ACTIONS

### Overview

The ADR register of actions screen (Figure 34) is an inquiry-only screen which displays all up-to-date information about the ADR of a case. The top of the screen lists general information about the case as entered on the case header screen. This is followed by a listing of all active parties in the case. The last section is a chronological listing of all events and comments entered from the ADR clerk screen. Since most cases will fill more than one screen with information, you can press the roll keys and view additional information about the case.

This screen represents the sealed ADR file. The security utility should be used to grant access to the ADR clerk only. All users are automatically denied access to all ADR screens, notices, and reports. See Security File Maintenance in Chapter 5 for more information.

ADR	ADR REGISTER OF ACTIONS	10/27/00	PAGE 1
99-021038-NI	JUDGE BEACH	FILE 07/10/99 ADJ DT	CLOSE
	ALLEGAN COUNTY	JDF	
	HEARING DATE: 10/27/00	TIME: 11:30A	LOCATION: 01
	CLERK: ALLEGAN COUNTY ADR CLERK		

P 001 MICHELLE JEAN JAMES	VS D 001 MICHAEL DONALD BURCHETT
NXF-TIMOTHY JAMES	
123 WEST AVENUE	111 95TH AVE
PINKNEY MI 49080	HART MI 49078
ATTNY:JAMES MIKEL MCEWEN	ATTNY:PAMELA L LIGHTVOET
	SERVICE/ANS 07/15/99 ANS
LATE FEE	LATE FEE

NUM	DATE	PARTY	EVENT DESCRIPTION/COMMENTS
1	12/27/99		ALTERNATIVE DISPUTE RESOLUTION TLO ORDERED
.....			END OF FILE .....

F1=Exit	F17=Top F18=Bottom	Roll/Page
NEXT ____ CASE# 99 - 21038 - NI	CHG/EVT ____ PTY ____	JUDGE ____ DATE ____

Figure 34. Sample ADR ROA Screen

Printing

To print a hard copy of the ADR register of actions screen from the Circuit Case Management Menu, type the CASE YEAR and NUMBER and press **[F20]**.

To print a hard copy of the ADR screen from the next transaction line of another case management screen, type the CASE# and **MSP** in the NEXT field and press **[F1]**.

## ADR CALENDAR

### Overview

The ADR Calendar screen (Figure 35) is an inquiry-only screen which is used to view cases that are scheduled for ADR and date/time slots that are available. It includes cases which have been entered on the ADR screen.

ADR CALENDAR						
TUESDAY JUNE 13, 2000						
TIME	ATY'S	LOC	CLK	CASE NUMBER-JDG	CASE TITLE	
8:30A	3	3	1	99-012027-CK-X	ADAMS,EDWARD,H V A & M LUMBER INC	
8:30A	3	2	2	99-001612-NI-Z	MOORHEAD/AARDEMA/BABASS//	
10:00A	3	2	2	99-012537-NI-X	MORGAN,WAYNE, V PETROSTAR ENERGY,,	
					GROH/STROUP/DARROW//	
					ROBERTS,JOHN, V XYZ MEDICAL,,	
					GROH/STROUP/DARROW//	

F1=EXIT  
 NEXT CASE# - - - - - ROLL DOWN=FORWARD CHG/EVT PTY ROLL UP=REVERSE JUDGE DATE

Figure 35. Sample ADR Calendar Screen

### Accessing the Screen

The ADR calendar screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen.

If you do not specify a date, the ADR calendar that appears begins with the first future date on which ADR is scheduled. If you want the calendar to begin with a particular future date, type the date in the DATE field and press **[F21]**.

### Field Definitions

The ADR calendar screen displays the following information at the top of the screen:

TITLE	ADR Calendar.
DATE	Unmarked field indicating the first scheduled future ADR date or other future date specified on the Circuit Case Management Menu or next transaction line.
TIME	Scheduled time of ADR hearing.
ATY'S	Number of evaluators.

LOC	ADR Location number.
CLK	ADR clerk number.
CASE NUMBER-JDG	CCS number for case(s) and judge's initial as set up in the County Maintenance file.
CAST TITLE	Official title for the case on the calendar for the requested date (in "PARTY V PARTY" format).
Evaluators	Last name of each scheduled mediator.

## CASH SCREENS

### Overview

The cash screen is used to receive non-court related cash (Figure 36), i.e. pistol permits, clerk certified copies, etc. Cash receipt transactions are generated and cash is distributed as set up in the cash code file. Receipts will be printed at a designated printer if the print receipts option was selected in the cash system file (see utility menu).

Also included in this section is information for cash distribution of court related cash receipts entered through the clerk screen.

**Please Note:** Cash transactions are an entry process only. If an error is made, the transaction may not be modified or deleted. You must enter an offsetting transaction with a negative or positive amount to correct the cash distribution. Or, you may make cash adjustments to the cash code file to balance the account (see Cash Menu, Chapter 6).

CASH1		NON-COURT RELATED CASH RECEIPTS		LOCATION: 01	
DATE	AMOUNT	RECEIVED FROM	CASH CODE		
10272000	<u>20</u>	<u>JOHN MALCOMB</u>	<u>CCC</u>		
CSH/CHK/CHG	CHECK NO.	AMT TENDERED			
<u>CSH</u>	<u>                    </u>	<u>                    </u>			
F2=CONTINUE                      F1=EXIT                      F14=PROMPT					

Figure 36. Sample Non-court Related Cash Receipts Screen

### Accessing Non-Court Cash Receipts Screen

Non-court cash receipts either issued for:

1. Transactions that do not pertain to a case (clerk certified copies, marriage licenses, etc)

- OR -

2. Transactions that do pertain to a case that is not on the computer

To access the non-court cash receipts screen, press **[F16]**, or use the next transaction line of another case management screen, using procedures described in Chapter 3 - Accessing Case Management Screens. The non-court related cash receipts screen appears (Figure 28).

### Field Definitions

Promptable fields are indicated with a plus sign (+) and activated by **[F14]**.

DATE	The date field is displayed. This will normally be the current day's date and may be overridden. The format is MMDDYYYY.
AMOUNT	Amount of cash being received; format = XXXXXXXX.XX Negative or credit amounts may be keyed to correct errors in cash distribution or issue refunds; format = XXXXXXXX.XX-.
RECEIVED FROM	Name of the person the cash is received from.
+CASH CODE	The cash distribution code as keyed in the cash code file (i.e. PTL for pistol permits, CCC for clerk certified copies, etc.)
CSH/CHK/CHG	Code indicating what was tendered, i.e. CSH = cash, CHK = check, CHG = charge.
CHECK NO	Number of check or money order tendered.
AMOUNT TENDERED	Amount of money tendered. When used the change due will display and print on receipt.

### Accessing the Cash Distribution Screen

The cash distribution screen (Figure 37) is used to edit and/or override the distribution of cash received to the fund accounts.

[illegible]

Figure 37. Sample Cash Receipts Distribution Screen

There are two ways to access the cash distribution screen: 1) Court-related cash entered through the clerk's screen (see accessing court cash receipts later in this section), or 2) Non-court cash receipts discussed previously in this section.

## Field Definitions

The following fields on the cash receipt distributions screen identify general information about the cash receipt and may not be changed. To correct any of these fields you must press **[F1]** to return to the previous screen.

**CASE NUMBER** The case number as entered on the case management menu.  
(Blank for non-court cash receipt.)

**JUDGE** The last name of the judge assigned to the case. (Blank for non-court cash receipt.)



STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case. (Blank for non-court cash receipt.)
TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below title.) (Blank for non-court cash receipt.)
DATE	Date of cash receipt as entered on the non-court related cash receipts screen or in the date field on the clerk screen.
AMOUNT	Amount of cash receipt as entered on the non-court related cash receipts screen or in the amount field on the clerk screen.
	The following fields are used for entering information about the cash distribution:
RECEIVED FROM:	The name of the person cash is being received from. (If receiving non-court cash this field is keyed on the non-court related cash receipts screen and may be changed here if necessary.)
CASH CODE	The cash distribution code as keyed on the non-court related cash receipts screen or in the event field on the clerk screen. You may not change this field. To correct, press <b>[F1]</b> to return to the previous screen.
CASHIER	The unique three character cashier ID as set up in the security file. This is a non-display field so the user <b>must</b> remember their cashier ID (similar to a user password). <b>NOTE: DO NOT USE YOUR INITIALS.</b>
REF CODE/ACCOUNT#/ AMOUNT/COMMENT	Based on the requested cash code, the system will display each cash code reference number and its corresponding account number and comment. The distribution amount is determined by the cash code reference as either a flat amount or a percentage of the payment.  If requesting cash code COP for court cash, the system will automatically distribute the payment towards the remaining balance for each account if the COP distribution option is selected on the cash system file (see Cash System File Maintenance in Chapter 5).  To override or change a distribution amount, type the new amount over the old and press <b>[ENTER]</b> to verify. The total of the

distribution amounts must equal the total cash received or you will not be able to continue.

The comment lines may be overridden as necessary by typing the new comment over the old. The comment area on blank distribution lines may be used for additional comment space as necessary. Press **[ENTER]** to verify new comments.

When all information appears correct, press **[F2]** to add the cash distribution transactions. A receipt will print at the designated printer if the print receipts option is selected in the cash system file (see Cash System File Maintenance in Chapter 5).

CLERK  
CASE# 00 - 10738 - FH CORSIGLIA CLOSED FILED 031900 ADJ DT 52900  
TITLE PEOPLE OF MICH. VS JOHNSON, JAMES, HARO REOPENED  
VILLAR

						NEXT ACTION					
NUM	DATE	CHG/PARTY	EVT	ATTNY	DATE	TIME	A/P	TYPE	JUDGE	COURTROOM	
14	10272000									CC02	
AMOUNT		BOND#	RECEIPT		COMMENT						
COMMENT											
					BALANCE DUE						
					Victim Rights: 60.00						
					Restitution:						
					Costs: 150.00						
					Fines:						
					Atty Fees:						
					Forensic Fee:						
					Other:						
					TOTAL: 810.00						

F1=EXIT F2=ADD F8=NEXT ACTION F14=PROMPT HELP  
NEXT CLK CASE# 00 - 10738 - FH CHG/EVT PTY JUDGE DATE

Figure 38. Sample Court Cash Receipts Screen

## Accessing Court Cash Receipts Screen

Court cash receipts are transactions related to an established case number, (i.e. restitution, court ordered costs, attorney fees, etc. that a defendant has been ordered to pay; bond money being posted, etc.)

Court cash receipts are initiated on the clerk screen (Figure 38) typing information in the following fields:

**NOTE:** For a detailed explanation see the clerk screen section.

\*DATE      Date of cash receipt. (MMDDYYYY)

+CHG/PTY	When bonds are being posted, type the party designation of the bondsman posting bond.
----------	---

+EVT	Cash event code. This must be a valid code from table 1 or a clerk event code (see Appendix A). Also, see Appendix C for codes given special consideration.
*AMOUNT	Amount of money received for transaction.
+BOND#	Number of bond being referenced by any bond event.
RECEIPT	To use cash distribution and generate receipt transactions leave this field blank. If a receipt number is entered, the system assumes you have manually distributed cash and will not redistribute.

After all cash receipt information has been typed, press **[F2]** to enter the clerk event and display the cash distribution screen.

## CASH RECEIPT

### Overview

A cash receipt (Figure 39) will be printed when the Open for Day, Cash Adjustments, or Cash Receipt programs are run, and the print receipts option has been selected in the cash system file (see Chapter 5).

The cash receipts print on 8 ½ x 5 ½ blank white forms. If you require multiple copies of each receipt, you may modify the receipt copies option in the cash system file (see Chapter 5) or use multi-part carbon or no-carbon (NCR) forms. Consult your printer specifications manual to determine the maximum number of parts-per-form allowed.

113 CHESTNUT STREET RECEIPT NO. 113 COURT HOUSE ALLEGAN, MI 49010 616-555-5555		ALLEGAN COUNTY CLERK	
		DATE 09/30/2000 PAGE 1	
COURT CASE NO. 00-000381-FH    PEOPLE OF MICH.    VS GUYER,DENISE,MARIE			
RECEIVED OF DENISE GUYER FOR THE ITEMS INDICATED BELOW:		CASH	
ACCOUNT NO.	DESCRIPTION	PAYMENT	AMOUNT
	BEGINNING BALANCE		365.00
701.0-000-271.00-09-00	RESTITUTIONS PAYABLE	12.50	
101.0-215-603.00-00-00	CIRCUIT COURT COSTS	12.50	
AP	TOTAL/ENDING BALANCE	25.00	340.00
	AMOUNT TENDERED	30.00	
	CHANGE	5.00	

Figure 39. Sample Court Related Receipt

### Receipt Information

The cash receipt provides the following information:

CLERK NAME	Official office name issuing the receipt as entered in the cash system file.
RECEIPT NUMBER	Receipt number automatically assigned by the system.
COURT CASE NO.	Official number of the case. (This will not print on non-court related cash receipts.)

CASE NAME	Name of circuit court case.
RECEIVED OF	Name of person cash was received from as entered in the FROM NAME field during cash distribution, or notation "Open For Day" or "Adjustment" from cash management jobs run.
CSH/CHK	Indicates type of tender.
ACCOUNT	Fund account number of each account where money was distributed.
DESCRIPTION	Description of each fund account distribution or comments entered during cash distribution.
PAYMENT	Amount of payment.
AMOUNT	Amount of beginning and ending balances.
INITIALS	Initials of the clerk issuing the receipt.
TOTAL	Total cash received on this receipt.
AMOUNT TENDERED	Amount of money tendered.
CHANGE	Change due.

## LABELS SCREEN

### Overview

The Labels screen (Figure 40) is used to assist the courts in processing case files as they come in for initiation. Once cases have been initiated on the case header screen, the label may be printed by following the instructions below.

```

CASE FILE LABELS                                     10/27/98
                                                    14:29:06

ENTER CASE NUMBER RANGE FOR LABELS
TO BE PRINTED:

BEGINNING CASE NO.      -

ENDING CASE NO.        -

-----
!  XX-XXXXXX-XX      (JUDGE NAME)    !
!  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  !
!  VS XXXXXXXXXXXXXXXXXXXXXXXXXXXX   !
!  ATTY              !
-----

F1=EXIT                      F2=PRINT LABELS

```

Figure 40. Sample Labels Screen

### Accessing the Screen

The labels screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, by entering the three letter codes described in Chapter 3 - Accessing Case Management Screens.

### Printing

To print the labels type the beginning case number in the first field on the screen, and type the ending case number in the second field on the screen (These case numbers should correspond to the cases which were just initiated recently), and press **[ENTER]** or **[F2]** to print labels.

## IMMEDIATE FORMS

## Overview

The immediate forms section of the circuit court system provides courts with the ability to produce many state approved forms for use within the judicial system. These forms are produced from the data in the computer along with some information provided by the requestor.

```

CIRCUIT CASE MANAGEMENT MENU
COUNTY 03 FINANCIAL LOCATION 01
Page 2 of 2

CASE YEAR  NUMBER  TYPE  CHG/EVT  PARTY  ALT NO
  01         55  FH
                        NAME
-----
                JUDGE                DATE
                _____                _____

FORM CODE: _____

CHANGE # OF COPIES  F21 (OVR)
DISPLAY RECEIPT      F22 (D R)
DISPLAY PRINT        F23 (D P)
EXIT                  F24 (EXT)

PAGE DOWN=PAGE 1    F14=PROMPT
  
```

Figure 41. Sample Immediate Forms Menu

## Immediate Forms Menu

management

The immediate forms menu (Figure 41) appears when the **[PAGE UP]** or **[PAGE DOWN]** key is pressed on page 1 of the case system menu.

To access any of the immediate forms screens, type the required data in the fields at the top of the screen and the correct code in the Form Code field. If unsure of correct form code, press **F14** to prompt. Table 42 lists the valid form codes.



<b><u>FORM</u></b>	<b><u>REQUIRED FIELDS</u></b>	<b><u>SCAO FORM#</u></b>	<b><u>FORM CODE</u></b>
Judgment of Sentence/Commitment to Jail	CASE NUMBER	MC219	JGS
Notice to Appear	(CASE# or JUDGE#) & * DATE		NOT
Order of Acquittal/Dismissal or Remand	CASE NUMBER	MC262	REM
Dismissal Non Service/No Progress	CASE NUMBER	MC09a	NOP
Right to Appeal/Request for Appt. of Atty.	CASE NUMBER	CC265	APP
Judgment of Sentence/Commitment to Prison	CASE NUMBER	CC219b	JGP
Case Evaluation Hearing Notice	CASE NUMBER, * DATE		MNT
Case Evaluation	CASE NUMBER	MC32	NME
Notice of Results	CASE NUMBER	MC33	NRM
Intent Dismiss No Progress	CASE NUMBER	MC26	NID
Order Nolle Prosequi	CASE NUMBER	MC263	NOL
Order (Generic)	CASE NUMBER	CC327	ORD
Order to Show Cause	CASE NUMBER	MC230	OSC
Party Notification	CASE NUMBER		NPI
Youthful Trainee Status	CASE NUMBER	MC242	YTA
Counseling and Testing	CASE NUMBER	MC234	OCT
Hrg on PPO Violation	CASE NUMBER	CC384	VPH
Vehicle Immobilization	CASE NUMBER	MC267	IMB
Aff/Bench Warrant	CASE NUMBER	MC229	BW
Warrant Recall	CASE NUMBER	MC220	BWR
Bond	CASE NUMBER	MC241	BON
Order Forfeiting Bond	CASE NUMBER	MC218	OFB
Change # of Copies			

\* If Date field is not keyed - will default to current system date (today's date)

Table 42. Required Fields for Accessing Immediate Forms

## JUDGMENT OF SENTENCE/COMMITMENT TO JAIL

### Overview

The judgment of sentence/commitment to jail screen (Figures 43 and 44) is used to input information not currently recorded on circuit court/disposition screens and to print the SCAO approved commitment to jail form (Figure 45). **NOTE:** If you are printing to an Advanced Function Printing (AFP) capable printer, the approved SCAO form and case data will print on plain paper.

MC 219 JUDGMENT OF SENTENCE/COMMITMENT TO JAIL

CASE# 05 - 3333 - FH CORSIGLIA CLOSED FILED 050105 ADJ DATE 53105  
 TITLE PEOPLE OF MICH. VS DOE,JOHN, REOPENED  
 BAILEY Page 1 of 2

OPTIONS: N Amended Y Dismissed chgs Y Comments Y Sentence Y Conditional

PEOPLE OF: STATE OF MICHIGAN Police Report No.: \_\_\_\_\_  
 Probation Violation Date: \_\_\_\_\_ Convicted by P/C: \_\_\_\_\_

4. Licensing sanction reportable to State Police:  
 \_ Revoked \_ Suspended \_\_\_\_ Days \_ Restricted \_\_\_\_ Days

\_ 5. HIV testing and sex offender registration is completed.

\_ 6. Defendant has been fingerprinted according to MCL 28.243.

\_ 7. Probation is revoked. 8. Report at: \_\_\_\_ m. Release Period  
 Release Authorized for the Following Purpose: From To

\_ Upon payment of fine and costs..... \_\_\_\_\_

\_ To work or seek work..... \_\_\_\_\_

\_ For attendance at school..... \_\_\_\_\_

\_ For medical treatment..... \_\_\_\_\_

\_ Other: \_\_\_\_\_

9. Jail for Failure to Pay on Time: Beginning \_\_\_\_ Serve \_\_\_\_ days

11. Defendant shall complete: \_ Alcohol Highway Safety Education  
 Treatment: \_ Outpatient \_ Inpatient \_ Residential \_ Mental Health

F1=EXIT (PRESS ENTER TO CONTINUE)

Judgment of Sentence/Commitment to Jail - Page 1 screen

A

MC 219 JUDGMENT OF SENTENCE/COMMITMENT TO JAIL  
CASE# 05 - 3333 - FH CORSIGLIA CLOSED FILED 050105 ADJ DATE 53105  
TITLE PEOPLE OF MICH. VS DOE, JOHN,  
BAILEY REOPENED  
Page 2 of 2

Specify:

\_ 12. The vehicle used in the offense shall be immobilized or forfeited.  
\_ 13. The concealed weapon board shall: \_ suspend for \_\_\_\_ days  
\_ permanently revoke  
the concealed weapon license, permit number \_\_\_\_\_ , issued by  
\_\_\_\_\_ County.

14. Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F2=PRINT F1=EXIT ROLL UP=PREVIOUS PAGE  
NEXT \_\_\_\_ CASE# 05 - 3333 - FH CHG/EVT \_\_\_\_ PTY \_\_\_\_ JUDGE \_\_\_\_ DT \_\_\_\_

M& a

Judgment of Sentence/Commitment to Jail - Page 2 screen

## Accessing the Screen

The judgment of sentence/commitment to jail screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

## Field Definitions

The following fields on the judgment of sentence/commitment to jail screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.

FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below the title.)
COUNT	The charge number pertaining to this judgment of sentence.

The remaining fields may be input as required to supply judgment of sentence information not currently recorded on court/disposition screens.

#### Processing Multiple Sentencing Events

Normally, one sentencing event (SEN) is entered per case. If the defendant is sentenced per charge, a line will be printed for each charge. The most recent sentencing event(s) will be used to generate the judgment of sentence form.

#### Data Entry Fields

AMENDED	Enter <b>Y</b> in this field to have the word "Amended" print at the top of the form. Leave the <b>N</b> in this field if not printing an Amended judgment.
DISMISSED CHGS	Leave the <b>Y</b> in this field to print dismissed charges. Enter <b>N</b> in this field to not have dismissed charges print.
COMMENTS	Leave the <b>Y</b> in this field to print the comments from the Court SEN screen. Enter <b>N</b> to omit the comments when printing.
SENTENCE	Allows you to print a judgment of sentence with all information or only heading information. Y = Print sentence information N = Print only heading information and guilty charges, sentence information is not printed.
CONDITIONAL	Leave the <b>Y</b> to print only statements selected from the judgment screens. Enter <b>N</b> to print all statements whether selected or not.
POLICE REPORT NO.	When the Police Incident Number field is filled in on the case header screen, the PIN will automatically print on the judgment of sentence form. If entered on the case header, it cannot be changed on the judgment screen. If the PIN is not entered on the

case header screen, it can be entered on the judgment screen but the system will not retain it.

PROBATION VIOLATION  
DATE

Enter the date of the probation violation, format (MMDDYYYY). If a date is entered, the judgment of sentence will indicate the defendant was found guilty of a probation violation.

CONVICTED BY

If a probation violation date is entered, enter 'P' if the defendant enters a plea of guilty or 'C' if found guilty by court.

## IMMEDIATE NOTICE TO APPEAR

### Overview

The immediate notice to appear form (Figure 46) is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for court actions. The notices may be requested by date for one case or all cases for one judge. The system also provides an additional notice to be placed in the file and indicates proof of service (Figure 47). All parties served with a computer or manually generated notice will be listed on this final notice.

### Printing Notices

1. Enter "NOT" in event field on the clerk entry screen when scheduling ANY event (instead of "SND").
2. Immediate notice to appear may be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.
3. To print notices for one CASE using the next transaction line, enter "NOT" for NEXT and enter the case number and the date in which the event was entered. If no date is entered, the system will use the current system date.

The NOTICE - PARTY SELECTION screen will appear. The system will default to the parties who are required to receive notice per court rule. However, there is the ability to override who receives notice. Enter **A** for the notice to print for attorney only. Enter **P** for the notice to print for the party only. Enter **B** for the notice to print for the attorney and the party. Leave blank if no notice is required.

4. To print notices for one CASE using the immediate forms menu, enter the case number, enter the file date that was keyed on the clerk screen when "NOT" was entered, and enter a valid form code. If no date is entered, the system will use the current system date.
5. To print notices for one JUDGE, using the immediate forms menu, enter the judge number, the filing date that was keyed on the clerk screen when "NOT" was entered, and enter **NOT** in the Form Code field. If no date is entered, the system will use the current system date.
6. To print notices for one judge using the next transaction line, enter "NOT" for NEXT, enter the judge number, and the filing date that was keyed on the clerk screen when "NOT" was entered. If no date is entered, the system will use the current system date.
7. To print a notice for one PARTY using the next transaction line, enter "NOT" for NEXT, enter the case number, enter the party designation code and number, enter the file date that was keyed on the clerk screen when "NOT" was entered and press the appropriate function key ([F1], [F2], or [F3]). If no date is entered, the system will use the current system date.  
Make sure the NOT EVENT code is in the EVENT field and not NTS.

8. To print a notice for one PARTY using the immediate forms menu, enter the case number, enter the party designation code and number, enter the file date that was keyed on the clerk screen when "NOT" was entered and enter **NOT** in the form code field. If no date is entered, the system will use the current system date.

### UPDATE "NOT" TO "NTS"

"NOT" on the clerk screen is changed to "NTS" (notice sent) and the date the notice is printed replaces the original clerk event date. If a re-run of a case number or event is needed the operator may change the "NTS" to "NOT" on the clerk screen and re-run the notices. The purpose is to allow multiple notice runs per day without printing previously printed notices. The register of actions (print & screen display) will display "SEND

NOTICE" when "NOT" is the event code, followed by the scheduled event information and "NOTICE SENT" when "NTS".

**MULTIPLE EVENTS** Multiple events can print on 1 notice (up to 10). To accomplish this, on the clerk screen, schedule all the events with "NOT" and the same file date. When immediate notices are selected for that file date all events will be printed on the same notice.

**ADDITIONAL COMMENTS** Comments can appear after each event on notices. To do this, when using "NOT" to schedule an event, comments entered on lines 1 and 2 will be printed as 1 line, lines 3 and 4 will also be printed as one line on the notice. They will appear after the printing of the event date.

**NOTICES WILL BE  
PRINTED FOR:**

1. The attorneys for or pro per plaintiffs, defendants with a ROS event, third parties, cross parties, counter parties, bondsmen (if a company), intervening parties, and interested parties.
2. Civil parties with a ROS event (not disposed) for open cases.  
All civil parties for closed cases.
3. "PROSECUTOR'S OFFICE" or prosecuting attorney (if prosecutor P# entered on case initiation screen) and will appear under "This Notice Has Been Sent To:" and Proof of Service.
4. "PROBATION DEPT." - for SEN, PVH, or HYT only.
5. "FRIEND OF THE COURT" for all domestic cases.
6. There is a limit of 800 parties per case that can be printed.

Notice Information

The notice to appear form is headed "STATE OF MICHIGAN". The title "NOTICE TO APPEAR" is followed by this information about the case.

CASE NO.	Circuit court number for the case.
COUNTY	The name of the county (venue) of the case.
CIRCUIT	The name of the circuit (venue) of the case.
ADDRESS	The address of the courtroom location.
JUDGE	The name of the judge that will hear the scheduled event.
COURTROOM	The name of the courtroom where the scheduled matter will be heard.
TELEPHONE NO	The telephone number as entered in the courtroom file for the specified location. If no telephone number exists for the courtroom location, the number will be used from the bar file for the judge hearing the matter. If no telephone numbers exist for the two previous sources, it will be used from the county file.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified. Designed to fit in a standard window envelope.
PLAINTIFF/PEOPLE	Name of the primary plaintiff (or "State of Michigan").
DEFENDANT	Name of the primary defendant.
	The following information is printed under the heading "YOU ARE DIRECTED TO APPEAR AT THE COURT ADDRESS ABOVE."
ON	Day of scheduled appearance. Date of scheduled appearance. Time of day of scheduled appearance.
FOR	Long description for event that indicates what scheduling code from Table 2 was used to get the case on the calendar.
COMMENTS	Next Action Comment line 1 through 4 of the entry that scheduled the event on the calendar.
THIS NOTICE HAS BEEN SENT TO	List of other parties to whom notices have been sent. The names of the individuals who have received a copy of the notice.
DATE	Space for date of clerk or other court administrator sending the notice to appear.
CLERK/ADMINISTRATOR	Space for signature of clerk or other court administrator sending the notice to appear.



Proof of Service Notice

The last notice that is generated from the program for a case is the proof of service notice (Figure 42). This notice is to be placed in the court file. It indicates which parties on the case were printed a computer-generated notice. It also indicates those parties that did not receive a notice due to inadequate address information. Whether computer or manually generated, the verification of who checked and sent the notices can be indicated by initialing the field provided and entering a number from 1 to 3 to show the type of service.

1 = By Ordinary Mail

2 = Personally

3 = By Attorney Mailbox

NOTE: Interested parties will receive a copy of a notice and it will designate that it is a "COURTESY COPY".

## ORDER OF ACQUITTAL/DISMISSAL OR REMAND

### Overview

The order of acquittal/dismissal or remand screen (Figure 48) is used to input information not currently recorded on circuit court/disposition screens and to print the SCAO approved form (Figure 49).

```

MC 262  ORDER OF ACQUITTAL/DISMISSAL OR REMAND
CASE# 00 - 10738 - FH  CORSIGLIA      CLOSED      FILED  031900 ADJ DT    52900
TITLE PEOPLE OF MICH.    VS JOHNSON,JAMES,HARO      REOPENED
                                VILLAR

PEOPLE OF:      STATE OF MICHIGAN
1. Case dismissed  _ with  _ without prejudice.
   Defendant's motion for dismissal granted:
2.  _ with  _ without prejudice
3. in part  _ with  _ without prejudice; following charges are dismissed:
   _____
   _____
4. Defendant acquitted by  _ judge  _ jury.
5. Defendant acquitted after trial by  _ judge  _ jury on the following:
   _____
   _____
6.  _ Defendant shall be immediately discharged from confinement.
7.  _ Bond is canceled.
8.  _ Bond/bail is continued.
9. Case is remanded to _____ district court for following reasons:
   _____

F2=PRINT                      F1=EXIT
NEXT REM CASE# 98 - 10738 - FH CHG/EVT _____ PTY _____ JUDGE _____ DATE _____

```

Figure 48. Sample Order of Acquittal/Dismissal or Remand Screen

### Accessing the Screen

The order of acquittal/dismissal or remand screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the order of acquittal/dismissal or remand screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.

ADJ DT

Date (if any) when case is  
adjudicated, format =  
MMDDYYYY.

REOPENED

Date (if any) this case was reopened.

TITLE

Official title of the case. (Attorneys for the primary plaintiff and defendant  
are displayed below the title.)

The remaining fields may be input as required to supply information to be  
printed.

Approved, SCAO	Original-Court 1st copy-Prosecutor	2nd copy-Defendant 3rd copy-Defendant Attorney
----------------	---------------------------------------	---

---

STATE OF MICHIGAN 18TH JUDICIAL CIRCUIT	ORDER ACQUITTAL/DISMISSAL OR REMAND	CASE NO. 00-00708-FH
--	---	-------------------------

---

ORI J123456 COURT ADDRESS 515 CENTER AVENUE	BAY CITY MI 48708	PAGE 1 COURT TELEPHONE NO. 517-555-5555
---	-------------------	---

THE PEOPLE OF STATE OF MICHIGAN	V CTN:	Defendant DOE, JOHN,  SID:      DOB:
---------------------------------	-----------	---

COUNT	CRIME	CHARGE CODE(S) MCL CITATION/PACC CODE
1	BREAKING AND ENTERING A BUILDING WITH INTENT	750.110-A

IT IS ORDERED:

X 1. The case is dismissed on the motion of the court WITHOUT prejudice.

\_ 2. The defendant's motion for dismissal is granted \_\_\_\_\_ prejudice and the case dismissed.

\_ 3. The defendant's motion for dismissal is granted in part \_\_\_\_\_ prejudice and the following charge(s) is/are dismissed:

\_\_\_\_\_

\_\_\_\_\_

X 4. Defendant is acquitted on all charge(s) in this case after trial by JUDGE.

\_ 5. Defendant is acquitted after trial by \_\_\_\_\_ on the following charge(s):

\_\_\_\_\_

\_\_\_\_\_

X 6. Defendant shall be immediately discharged from confinement in this case.

X 7. Bond is canceled and shall be returned after costs are deducted.

\_ 8. Bond/bail is continued on the remaining charge(s).

\_ 9. The case is remanded to the \_\_\_\_\_ district court for further proceedings for the following reasons:

\_\_\_\_\_

Date: \_\_\_\_\_ Judge: \_\_\_\_\_ Bar No:12239  
GEORGE R CORSIGLIA

If item 1,2, or 4 is checked, the clerk of the court shall send a photocopy of this order to the Michigan State Police Central Records Division to create a criminal history record as required under MCL 769.16a.

MC 262 (6/97) ORDER OF ACQUITTAL/DISMISSAL OR REMAND

Figure 49. Sample Order of Acquittal/Dismissal

## DISMISSAL NON SERVICE/NO PROGRESS

### Overview

The DISMISSAL non service/no progress screen (Figure 50) is used to input information not currently recorded on circuit court/disposition screens and to print the SCAO approved form (Figure 51).

```

MC 09a  DISMISSAL Non Service/No Progress
CASE# 00 - 22823 - DP  CORSIGLIA      OPEN      FILED  062500 ADJ DT
TITLE ULRICH, ANNE, MARIE VS JORDAN, MICHAEL, SH      REOPENED
      ANDERSON      PRO PER

1.  _  The court records disclose that defendant(s)/respondent(s) have not
      been timely served with process according to court rule.

2.  _  Progress has not occurred as specified in the notice of intent to
      dismiss.

3.  There has been no progress in this case since _____
      and parties have been notified by _____
      to appear on _____ and did not appear.

IT IS ORDERED that this case is dismissed without prejudice as to:
_  all parties.
the following defendant(s)/respondent(s):
_____

F2=PRINT      F1=EXIT
NEXT  NOP CASE# 98 - 22823 - DP CHG/EVT _____ PTY  _  JUDGE _____ DATE _____

```

Figure 50. Sample Dismissal Non-Service/No Progress Screen

### Accessing the Screen

The DISMISSAL non service/no progress screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the DISMISSAL non service/no progress screen identify general information about the case and may not be changed:

**CASE#** Official number assigned to the case.

JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed.

Approved, SCAO

1st copy-Plaintiff  
Other copies-defendant(s)STATE OF MICHIGAN  
49TH CIRCUIT COURTDISMISSAL  
Non Service/No ProgressCASE NO.  
00-007851-CH-RCOURT ADDRESS  
MECOSTA COUNTY BLDG.

BIG RAPIDS MI 49307

PAGE 1  
231-555-5555PLAINTIFF:  
CANADIAN LAKES DEVELOPMENT CO.,  
ROUTE #1  
STANWOOD MI 49346

V

DEFENDANT:  
DOLE, JOHN,  
1909 NORTHLAND  
ROYAL OAK MI 48073PLAINTIFF'S ATTORNEY:  
STANTON, ROBERT D,  
115 IVES  
PO BOX C  
BIG RAPIDS MI 49307  
231-5555517 EXT.DEFENDANT'S ATTORNEY:  
PRO PER-----  
' ORDER TO DISMISS '

- \_ 1. The court records disclose that defendant(s)/respondent(s) have not been timely served with process according to court rule.
- x 2. Progress has not occurred as specified in the notice of intent to dismiss.
- \_ 3. There has been no progress in this case since \_\_\_\_\_ and the parties have been notified by \_\_\_\_\_ to appear on \_\_\_\_\_ and did not appear.

IT IS ORDERED that this case is dismissed without prejudice as to:

X all parties.

\_ the following defendant(s)/respondent(s):  
\_\_\_\_\_

DIVORCE ACTIONS Child Support, if any, owing to the state on the date of this order is preserved.

\_\_\_\_\_  
Date\_\_\_\_\_  
Judge/Court Clerk\_\_\_\_\_  
Bar No-----  
' NOTICE OF DISMISSAL '

Notice of dismissal without prejudice in this case is filed. A copy of this notice has been provided to the parties in this case as specified by court rule.

\_\_\_\_\_  
Date\_\_\_\_\_  
Judge/Court Clerk\_\_\_\_\_  
Bar No

MC 09a (6/94) DISMISSAL, Non Service/No Progress

MCR 2.502, MCR 3.209(C)(3)

Figure 51. Sample DISMISSAL Non Service/No Progress

## RIGHT TO TIMELY APPEAL/APPOINT ATTORNEY

### Overview

The Right to Timely Appeal/Appoint Attorney screen (Figure 52) is used to verify the case requested and to print the SCAO approved form.

CC 265 NOTICE OF RIGHT TO TIMELY APPEAL AND REQUEST FOR APPOINTMENT OF ATY

CASE# 00 - 10738 - FH CORSIGLIA CLOSED FILED 031900 ADJ DT 52900

TITLE PEOPLE OF MICH. VS JOHNSON, JAMES, HARO REOPENED

VILLAR

\_ AFTER TRIAL CC265a

\_ AFTER PLEA CC265b

RETURN TO: ALLEGAN COUNTY

COURTHOUSE

113 CHESTNUT STREET

ALLEGAN MI 49010

PHONE#: 616 5555555

Verify Case ID, return address and choose trial or plea

F1=EXIT F2=PRINT F3=MODIFY ADDRESS AND PRINT

Figure 52. Sample Notice of Right to Appeal/Appt of Attorney screen

### Accessing the Screen

The right to timely appeal/appoint attorney screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described on page 23.

### Field Definitions

The following fields on the right to timely appeal/appoint attorney screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.



STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)  There is no additional information required to print this form.
AFTER TRIAL	Enter <b>X</b> in this field if form is being printed after defendant is convicted as a result of a trial.
AFTER PLEA	Enter <b>X</b> in this field if form is being printed after defendant is convicted by plea.
RETURN TO	Initially, the address from the county file is displayed to print on the notice. If this notice needs to be returned to a different address, type in the new address and telephone number. The next time this notice is requested, the new address will display. Changing this address will not effect the county file address.

Original- Trial Court  
1st copy- Prosecutor  
2nd copy-Defendant for  
return to court  
3rd copy-Defendant

Approved, SCAO

STATE OF MICHIGAN  
18TH JUDICIAL CIRCUIT  
BAY COUNTY

NOTICE OF RIGHTS AFTER SENTENCING  
(AFTER TRIAL) AND REQUEST  
FOR APPOINTMENT OF ATTORNEY

CASE NO.  
00-000118-FH-U D01  
Judge: ULRICH

PAGE 1

515 CENTER AVENUE                      BAY CITY              MI   48708

517-5555555

Defendant  
DOE, JOHN, D

THE PEOPLE OF THE STATE OF MICHIGAN

818 WEST MAIN STREET

V LANSING MI 48912 -5555

CTN: 123456789012 SID:999999999 DOB: 2/24/57

## NOTICE OF APPEAL RIGHTS

Notes to Court: This Notice must be given to the defendant at sentencing

1. You are entitled to appellate review of your conviction and sentence. This is done by filing a "Claim of Appeal by Right".
2. If you appeal by right and if you cannot afford to hire an attorney to represent you on appeal, and you request an attorney, the court will appoint an attorney and furnish the attorney with the portions of the transcript and record that the attorney needs.
3. A request for the appointment of an attorney must be made in writing and sent directly to the court at the address noted above within 42 days. The financial schedule on the next page of this form must be completed.

## RECEIPT OF NOTICE OF APPEAL RIGHTS

On this day I received this form and financial schedule, and if applicable, an application for leave to appeal. I understand that I must return the completed Request for Appointment of Attorney to the court within 42 days if I want an attorney appointed for my appeal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

REQUEST FOR APPOINTMENT OF ATTORNEY AND AFFIDAVIT OF INDIGENCY

I request appointment of an attorney to appeal my conviction. If applicable, conditions for my request are on the next page of this form. The affidavit of indigency and financial schedule on the next page of this form is submitted to show my financial condition.

I request the court waive the filing fee for my application for leave to appeal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE TO DEFENDANT/JUVENILE: After completing the request for appointment of attorney and the affidavit of indigency and financial schedule, keep one copy for yourself and return the other copy to the court.

CC 265a (3/00) NOTICE OF RIGHTS AFTER SENTENCING (AFTER TRIAL) AND REQUEST  
FOR APPOINTMENT OF ATTORNEY

MCR 6.425(E)

## AFFIDAVIT OF INDIGENCY AND FINANCIAL SCHEDULE

I request a court appointed attorney and submit the following information:

## 1. RESIDENCE

☐ Rent      ☐ Own      ☐ Live with parents      ☐ Room/Board      ☐ Prison \_\_\_\_\_  
Number

## 2. MARITAL STATUS

☐ Single      ☐ Married      ☐ Divorced      ☐ Separated      ☐ Dependant(s): \_\_\_\_\_  
Number

## 3. INCOME

## a. Employer name and address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## b. Length of employment

\_\_\_\_\_

## c. Average of pay

☐ weekly      ☐ monthly      ☐ every two weeks

Gross: \$ \_\_\_\_\_ Net: \$ \_\_\_\_\_

## d. Other income

(State monthly amount and source (DSS, VA, rent, pensions, spouse, unemployment, etc.))  
If no income, state NONE

## 4. ASSETS

State value of car, home, bank deposits, inmate accounts, bond stocks, etc. If no assets, state NONE.  
Attach an account statement and certification for assets in prison accounts.

## 5. OBLIGATIONS

Itemize monthly rent, installment payments, mortgage payments, child support, etc.

## 6. REIMBURSEMENT

I understand that I may be ordered to reimburse the court for all or part of my attorney and defense costs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state, zip

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_ County, MI

My commission expires: \_\_\_\_\_ Date Signature: \_\_\_\_\_  
Date Notary Public

Approved, SCAO

Original- Trial Court  
1st copy- Prosecutor  
2nd copy-Defendant for  
return to court  
3rd copy-Defendant

STATE OF MICHIGAN  
18TH JUDICIAL CIRCUIT  
BAY COUNTY

NOTICE OF RIGHTS AFTER SENTENCING  
(AFTER PLEA OF GUILTY/  
NOLO CONTENDERE) AND REQUEST  
FOR APPOINTMENT OF ATTORNEY

CASE NO.  
00-000118-FH-U D01  
Judge: ULRICH

515 CENTER AVENUE BAY CITY MI 48708

PAGE 1  
517-5555555

THE PEOPLE OF THE STATE OF MICHIGAN

Defendant  
DOE, JOHN, D  
818 WEST MAIN STREET  
V LANSING MI 48912 -5555  
CTN: 123456789012 SID:999999999 DOB: 2/24/57

NOTICE OF APPEAL RIGHTS

Note to Court: This Notice must be given to the defendant/juvenile at sentencing

1. You are entitled to appellate review of your plea or sentence. This is done by filing a "Claim of Appeal by Right".
2. If you request the appointment of an attorney and are found indigent, the court must appoint an attorney if: a) the prosecuting attorney seeks leave to appeal; or b) your sentence exceeds the upper limit of the minimum sentence range of the applicable sentencing guidelines; or c) the Court of Appeals or the Supreme Court grants your application for leave to appeal; or d) you seek leave to appeal a conditional plea under MCR 6.301(C)(2).  
If you request the appointment of an attorney and are found indigent, the court may appoint an attorney if: a) you seek leave to appeal a sentence based upon an alleged improper scoring of an offense variable or a prior record variable; and b) you objected to the scoring or otherwise preserved the matter for appeal; and c) the sentence imposed by the court constitutes an upward departure from the upper limit of the minimum sentence range that you allege should have been scored.
3. A request for the appointment of an attorney must be made in writing and sent directly to the court at the address noted above within 42 days. The financial schedule on the next page of this form must be completed.

RECEIPT OF NOTICE OF APPEAL RIGHTS AND APPLICATION FOR LEAVE TO APPEAL

On this day I received this form and financial schedule and an application for leave to appeal. I understand that I must return the completed Request for Appointment of Attorney to the court within 42 days if I want an attorney appointed for my appeal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

REQUEST FOR APPOINTMENT OF ATTORNEY AND AFFIDAVIT OF INDIGENCY

I request appointment of an attorney to appeal my conviction. Conditions for my request are on the next page of this form. The affidavit of indigency and financial schedule on the next page of this form is submitted to show my financial condition.

☐ I request the court waive the filing fee for my application for leave to appeal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE TO DEFENDANT/JUVENILE: After completing the request for appointment of attorney and the affidavit of indigency and financial schedule, keep one copy for yourself and return the other copy to the court.

CC 265b (3/00) NOTICE OF RIGHTS AFTER SENTENCING (AFTER PLEA OF GUILTY/NOLO CONTENDERE) AND REQUEST  
FOR APPOINTMENT OF ATTORNEY

MCR 6.425(E)

## AFFIDAVIT OF INDIGENCY AND FINANCIAL SCHEDULE

I request a court appointed attorney and submit the following information:

1. RESIDENCE  
\_ Rent                  \_ Own                  \_ Live with parents                  \_ Room/Board                  \_ Prison \_\_\_\_\_  
Number
2. MARITAL STATUS  
\_ Single                  \_ Married                  \_ Divorced                  \_ Separated                  \_ Dependant(s): \_\_\_\_\_  
Number
3. INCOME
- a. Employer name and address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Length of employment  
\_\_\_\_\_
- c. Average of pay  
\_ weekly      \_ monthly      \_ every two weeks  
  
Gross: \$ \_\_\_\_\_ Net: \$ \_\_\_\_\_
- d. Other income                  (state monthly amount and source (DSS, VA, rent, pensions, spouse, unemployment, etc.))  
If no income, state NONE
4. ASSETS                  State value of car, home, bank deposits, inmate accounts, bond stocks, etc. If no assets, state NONE  
Attach an account statement and certification for assets in prison accounts.
5. OBLIGATIONS                  Itemize monthly rent, installment payments, mortgage payments, child support, etc.
6. REIMBURSEMENT                  I understand that I may be ordered to reimburse the court for all or part of my attorney and defense costs.
7. I plead guilty, guilty but mentally ill, or nolo contendere and  
\_ a. my sentence exceeds the upper limit of minimum sentence range of the applicable sentencing guidelines. Therefore, I am entitled to a court appointed attorney if the court finds me indigent.  
\_ b. I seek leave to appeal a conditional plea made under MCR 6.301(C)(2). Therefore, I am entitled to a court appointed attorney if the court finds me indigent.  
\_ c. I believe the offense variable or a prior record variable was improperly scored and I objected to the scoring at sentencing. I state that the sentence exceeds the upper limit of the minimum sentence range of the applicable sentencing guidelines as I believe they should have been scored. Therefore, the court may appoint a court appointed attorney if the court finds me indigent.

Signature \_\_\_\_\_

Name (type or print) \_\_\_\_\_

---

Address \_\_\_\_\_

City, state, zip

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_ County, MI

My commission expires: \_\_\_\_\_ Date \_\_\_\_\_ Signature: \_\_\_\_\_  
Date Notary Public

## JUDGMENT OF SENTENCE/COMMITMENT TO CORRECTIONS DEPARTMENT

### Overview

The judgment of sentence/commitment to corrections department screen (Figure 53) is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form (Figures 54 and 54a). **NOTE:** If you are printing to an Advanced Function Printing (AFP) capable printer, the approved SCAO form and case data will print on plain paper.

CC 219b JUDGMENT OF SENTENCE/COMMITMENT TO CORRECTIONS DEPARTMENT

CASE# 00 - 118 - FH	ULRICH	CLOSED	FILED 011500	ADJ DT 40200
TITLE PEOPLE OF MICH.	VS	DOE, JOHN, D	REOPENED	
		YOCKEY		

Amended: N  
 Print Sentence: Y  
 Police Report No. \_\_\_\_\_  
 PEOPLE OF: STATE OF MICHIGAN

Probation Violation Date: 100900  
 Convicted by P/C:   

3. HIV Testing Date: 090900

5. Sentence(s) to be served consecutively to:  
   X each other  
   case numbers \_\_\_\_\_

7. Court recommendation:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

F2=PRINT                                      F1=EXIT  
 NEXT JGP CASE# 00 - 118 - FH CHG/EVT \_\_\_\_\_ PTY \_\_\_\_\_ JUDGE \_\_\_\_\_ DATE \_\_\_\_\_

Figure 53. Sample Judgment of Sentence/Commitment to Corrections Department Screen

### Accessing the Screen

The judgment of sentence commitment to corrections department screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the judgment of sentence commitment to corrections department screen identify general information about the case and may not be changed:

**CASE #**      Official number assigned to the case.

JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)
AMENDED	Enter <b>Y</b> in this field to have the word "Amended" print at the top of the form. Leave the <b>N</b> in this field if not printing an Amended judgment.

The remaining fields may be input as required to supply information to be printed that is not currently recorded on court/disposition screens.

#### Processing Multiple Sentencing Events

Normally, one sentencing (SEN) event is entered per case. If the defendant is sentenced per charge, a line will be printed for each charge with its corresponding sentencing information. The most recent sentencing event(s) will be used to generate the judgment of sentence form.

Approved, SCAO	Original-Court 1st copy-Corrections 2nd copy-Corrections (for return)	3rd copy-State Police 4th copy-Defendant 5th copy-Prosecutor
----------------	---	--

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STATE OF MICHIGAN 18TH JUDICIAL CIRCUIT	JUDGMENT OF SENTENCE COMMITMENT TO CORRECTIONS DEPARTMENT	CASE NO. 00-000118-FH
--	---	--------------------------

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ORI 090015J COURT ADDRESS 515 CENTER AVENUE      BAY CITY      MI 48708	PAGE 1 COURT TELEPHONE NO. 517-5555555
---	--

Police Report No. R3458

THE PEOPLE OF STATE OF MICHIGAN	V	Defendant DOE, JOHN, D 818 WEST MAIN STREET LANSING      MI 48912 -5555
	CTN:030056789001	SID:      DOB: 2/24/57

Prosecuting attorney name KALAFUT, CHRISTOPHER M,	Bar no. 41513	Defendant attorney name YOCKEY, BARBARA L,	Bar no. 36218
--	------------------	---	------------------

## THE COURT FINDS:

1. The defendant, represented by counsel, was found guilty on 11/20/00 of the crime(s) as stated below:  
The defendant was found guilty on \_\_\_\_\_ of a probation violation.

CONVICTED BY	CHARGE CODE(S)
CT PLEA COURT JURY	MCL CITATION/PACC CODE
1 _____ X	B&E BUILDING W/INTENT 750.110-A

Plea: insert G for guilty plea; NC for nolo contendere; MI for mentally ill.

- X 2. The conviction is reportable to Secretary of State under MCL 257.732 or MCL 281.1040. The defendant's driver license number is: D123456789012.
- X 3. HIV testing was ordered on 7/1/00. Confidential test results are on file.

## IT IS ORDERED:

4. Defendant is sentenced to custody of Michigan Department of Corrections. This sentence shall be executed immediately.

	SENTENCE	MINIMUM	MAXIMUM	DATE	JAIL	OTHER
CNT	DATE	YR-MO-DY	YR-MO	SENTENCE	CREDIT	INFORMATION
				BEGINS	MO-DY	
1	12/01/00	___ 36 ___	___ ___	12/01/00	___ 10	TERMS COMMENT

- X Defendant shall pay restitution of \$350.00. If a cash bond/bail was personally posted by the defendant, payment toward restitution is to first be collected out of that bond/bail and allocated as specified under MCL 775.22.

\_ 5. Sentence(s) to be served consecutively to:

X each other. X case numbers 99-12345-FH

6. Defendant shall pay a \$60.00 assessment for the Crime Victim Rights Fund.

## 7. Court recommendation:

8. Defendant shall pay a \$150.00 assessment for forensic lab test.

Figure 54. Sample Judgment of Sentence Commitment to Corrections Department (Page 1)



Approved, SCAO	Original-Court 1st copy-Corrections 2nd copy-Corrections (for return)	3rd copy-State Police 4th copy-Defendant 5th copy-Prosecutor
-----		
STATE OF MICHIGAN 18TH JUDICIAL CIRCUIT	JUDGMENT OF SENTENCE COMMITMENT TO CORRECTIONS DEPARTMENT	CASE NO. 00-000118-FH
-----		
ORI 090015J COURT ADDRESS 515 CENTER AVENUE	BAY CITY MI 48708	PAGE 2 COURT TELEPHONE NO. 517-5555555
THE PEOPLE OF STATE OF MICHIGAN	V	Defendant DOE, JOHN, D 818 WEST MAIN STREET LANSING MI 48912 -5555
	CTN:030056789001	SID: DOB: 2/24/57
Prosecuting attorney name KALAFUT, CHRISTOPHER M,	Bar no. 41513	Defendant attorney name YOCKEY, BARBARA L, Bar no. 36218

Date: \_\_\_\_\_ Judge: \_\_\_\_\_ Bar No: 12239  
GEORGE R CORSIGLIA

Under MCL 769.16a the clerk of the court shall send a copy of this order to the Michigan State Police Central Records Division to create a criminal history record.

I certify that this is a correct and complete abstract from the original court records. The sheriff shall, without needless delay, deliver defendant to the Michigan Department of Corrections at a place designated by the department.

(SEAL)

\_\_\_\_\_  
Deputy court clerk

MCL765.15(2);MSA28.902(2),MCL769.16a;MSA28.1086(1),MCL775.22;MSA28.1259,MCL780.766;  
MSA28.1287(766),MCR6.427(A)

CC 219b (6/95) JUDGMENT OF SENTENCE, COMMITMENT TO CORRECTIONS DEPARTMENT

Figure 54a. Sample Judgment of Sentence Commitment to Corrections Department (Page 2)

## CASE EVALUATION HEARING NOTICE

### Overview

The circuit court system case evaluation hearing notice to appear form (Figure 55) is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for a hearing. The system also provides an additional notice to be placed in the file and indicates proof of service (Figure 56). All attorneys or parties served with a notice will be listed on this final notice.

### Printing Notices for a Selected case number

1. On the screen, enter a hearing date and time (must be future). Notice date must be blank.
2. On the next transaction line enter **MNT** and the case number (should already be there). To post-date or pre-date the notices, enter the desired date in the next transaction line's date field. Press the appropriate function key. The mailing date printed on the notices defaults to the current date.

-OR-

On the case management menu - page 2, enter case number and enter **MNT** in the Form Code field. The mailing date will default to the current date. To post-date or pre-date the notices enter the desired date in the date field on the case management menu - page 2.

### UPDATE NOTICE DATE

As notices are generated the notice date field is updated with the mailing date printed on notices. If a re-run of a case number is needed, the operator may remove the notice date from the screen and re-run the notice.

### VARIABLE LOCATION ADDRESS AND COMMENTS

The address printing on the top of each notice and the 12 lines of comments that may print in the body of the notice are determined by the screen's location field ("LOC"). If left blank the court address from the county file will be printed and no comments will print. The location number must correspond with the location number entered on the maintenance menu's location option. See Chapter 5 for entering data for location. This allows for flexibility in hearings held at different addresses, room numbers and instructions to the litigants.

NOTICES WILL BE  
PRINTED FOR:

1. The evaluators entered on the screen.
2. The attorneys for or pro per plaintiffs, defendants, third parties, cross and counter parties, intervening parties, and interested parties.
3. Civil parties not disposed.
4. There is a limit of 100 attorneys/parties per case that can be printed.

Notice Information

The Notice to Appear form is headed "STATE OF MICHIGAN". The title "NOTICE TO APPEAR FOR HEARING" is followed by this information about the case:

COUNTY NO.	This unmarked field denotes the county of record for this case.
CASE NO.	Circuit court number for the case with the alpha identifier of the judge of record.
DATE	Mailing date entered on menu.
LOCATION ADDRESS	Address of the location.
LOCATION TELEPHONE	Telephone number of the clerk.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified. Designed to fit in a standard window envelope.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of the primary defendant.

STATE OF MICHIGAN  
JUDICIAL CIRCUIT

NOTICE TO APPEAR  
FOR HEARING

CASE NUMBER  
35 00-002011-CZ-E

23RD CIRCUIT COURT  
JUDGE'S CHAMBERS  
1020 MAIN STREET, ROOM 501  
TAWAS CITY MI 48764  
PHONE # EXT.

DATE 08/11/00

MAIL TO: TIMOTHY B HICK  
314 NEWMAN ST  
EAST TAWAS MI 48730

ROBERT NELSON

V SCHAAF LUMBER COMPANY

PLAINTIFF

DEFENDANT

YOU ARE DIRECTED TO APPEAR AT THE ADDRESS ABOVE.

ON - TUESDAY DATE - AUGUST 29, 2000 TIME 8:00A

Evaluators ARE: RALPH H DINSE  
PATRICK R WINTER

IN ACCORDANCE WITH MCR 2.403, YOU ARE REQUIRED TO DO THE FOLLOWING:

1. WITHIN 14 DAYS FROM DATE OF MAILING/DELIVERY OF THIS NOTICE, EACH PARTY MUST SENT TO THE CLERK THREE CHECKS IN THE AMOUNT OF \$25 EACH MADE PAYABLE ONE TO EACH EVALUATOR.
2. AT LEAST 14 DAYS BEFORE THE HEARING DATE, EACH PARTY SHALL FILE WITH THE CLERK 3 COPIES OF DOCUMENTS PERTAINING TO THE ISSUES TO BE EVALUATED AND 3 COPIES OF A CONCISE BRIEF SETTING FORTH FACTUAL OR LEGAL POSITION ON ISSUES PRESENTED BY THE ACTION. IN ADDITION, ONE COPY MUST BE SERVED ON EACH ATTORNEY OF RECORD. A COPY OF A PROOF OF SERVICE MUST BE ATTACHED TO THE COPIES FILED WITH THE ADR CLERK. FAILURE TO COMPLY WITH ABOVE BY THE REQUIRED DATE SUBJECTS THE OFFENDING ATTORNEY/PARTY TO A \$150 PENALTY.

THIS NOTICE HAS ALSO BEEN SENT TO:

RALPH H DINSE (EVALUATOR)  
PATRICK R WINTER (EVALUATOR)  
GARY F DEW (REPRESENTING ROBERT BUZZARD)  
BRENT R BABCOCK (REPRESENTING SHAAF LUMBER COMPANY)

Figure 55. Sample Hearing Notice

STATE OF MICHIGAN JUDICIAL CIRCUIT	PROOF OF SERVICE AND NOTICE TO APPEAR FOR HEARING	CASE NUMBER 35 00-002011-CZ-E
23RD CIRCUIT COURT JUDGE'S CHAMBERS 1020 MAIN STREET, ROOM 501 TAWAS CITY MI 48764 PHONE # EXT.		DATE 08/11/00
ROBERT NELSON	V SCHAAF LUMBER COMPANY	
PLAINTIFF	DEFENDANT	

YOU ARE DIRECTED TO APPEAR AT THE ADDRESS ABOVE.

ON - TUESDAY                      DATE - AUGUST      29, 2000                      TIME 8:00A

EVALUATORS ARE: RALPH H DINSE  
   PATRICK R WINTER

IN ACCORDANCE WITH MCR 2.403, YOU ARE REQUIRED TO DO THE FOLLOWING:

1. WITHIN 14 DAYS FROM DATE OF MAILING/DELIVERY OF THIS NOTICE, EACH PARTY MUST SENT TO THE CLERK THREE CHECKS IN THE AMOUNT OF \$25 EACH MADE PAYABLE ONE TO EACH EVALUATOR.
2. AT LEAST 14 DAYS BEFORE THE HEARING DATE, EACH PARTY SHALL FILE WITH THE CLERK 3 COPIES OF DOCUMENTS PERTAINING TO THE ISSUES TO BE EVALUATED AND 3 COPIES OF A CONCISE BRIEF SETTING FORTH FACTUAL OR LEGAL POSITION ON ISSUES PRESENTED BY THE ACTION. IN ADDITION, ONE COPY MUST BE SERVED ON EACH ATTORNEY OF RECORD. A COPY OF A PROOF OF SERVICE MUST BE ATTACHED TO THE COPIES FILED WITH THE ADR CLERK. FAILURE TO COMPLY WITH ABOVE BY THE REQUIRED DATE SUBJECTS THE OFFENDING ATTORNEY/PARTY TO A \$150 PENALTY.

\*\*\*\*\*  
\*      CERTIFICATION OF MAILING      \*  
\*\*\*\*\*

<u>ADDRESSED TO</u>	<u>SENT</u>
THOMAS B HUCK, 314 NEWMAN ST, EAST TAWAS	_____
RALPH H DINSE, 303 E HOUGHTON AVE, WEST BRANCH	_____
PATRICK R WINTER, 229 E CEDAR, STANDISH	_____
GARY F DEW, 206 N FOREST ST, STANDISH	_____
BABCOCK, BRENT R, 437 W LAKE ST, TAWAS CITY	_____

I CERTIFY THE ABOVE PARTIES WERE SERVED \_ 1. BY ORDINARY MAIL \_ 2. PERSONALLY \_ 3. BY ATTORNEY MAILBOX

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CLERK

Figure 56. Sample Proof of Service Hearing Notice

## NOTICE OF EVALUATION

### Overview

The circuit court system notice of evaluation form (Figure 57) is used by the evaluators to record their evaluations of the case in . The system also provides an additional notice to be placed in the file and indicates proof of service (Figure 58). Notices may be printed for one case or for one hearing date. Each attorney or pro per party is listed along with the parties represented.

### Printing Notices

1. The notice of evaluation may be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.
2. To print a notice for one CASE using the next transaction line, enter "NME" for NEXT and enter the CASE NUMBER.
3. To print a notice for one CASE using the immediate forms menu, enter the case number and enter **NME** in the Form Code field.
4. To print notices for all cases for a particular hearing date using the next transaction line, enter "NME" for NEXT, make sure the case number is blank, and enter the hearing date in the next transaction line's date field.
5. To print notices for all cases for a particular hearing date using the immediate forms menu, enter the hearing date and enter **NME** in the Form Code field.

### Notice Information

CASE NO.	Circuit court number for case.
COURT ADDRESS	Address of the clerk.
COURT TELEPHONE NO.	Telephone number of the clerk.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of the primary defendant.
ATTORNEY NAME	The attorney name or party name (if pro per) along with each party being represented.
EVALUATIONS	Space for the evaluators to record their evaluation of the case.

MEDICAL CASES Medical cases filed after July 1, 1987 will have additional evaluation selections printed as follows:

"Pursuant to MCR 2.403(K)(6), you are hereby notified that the panel has evaluated this case for settlement purposes as follows:

--There has been a breach of the applicable standard of care.

--There has NOT been a breach of the applicable standard of care.

--Reasonable minds could differ as to whether there has been a breach of the applicable standard of care."

DATE Space for date of signature of evaluators evaluating the case.

EVALUATOR SIGNATURE Name of each evaluator and space for evaluator signatures.

CERTIFICATE OF SERVICE Space for date and signature of court administrator who sends copies of evaluation to each attorney or pro per party.

ACCEPTANCE/  
REJECTION Space for response, date, and signature of each attorney or pro per party.

Approved, SCAO	Original-Court (sealed) 1st copy-Plaintiff/Attorney	2nd copy-Defendant/Attorney 3rd copy-Evaluator						
STATE OF MICHIGAN SUSAN JONES	NOTICE OF EVALUATION	CASE NO. 03 00-013713-NI-C						
Hearing Date 7/30/00 COURT ADDRESS 1000 LONG BLVD.      LANSING    MI   48913 COURTHOUSE		PAGE 1 COURT TELEPHONE NO. 517-555-5555						
<table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">PLAINTIFF:</td> <td style="width: 10%; text-align: center;">V</td> <td style="width: 45%;">DEFENDANT:</td> </tr> <tr> <td>ROE, THERESA, MARIE</td> <td></td> <td>NILLSON, MAUREEN, SUSAN</td> </tr> </table>			PLAINTIFF:	V	DEFENDANT:	ROE, THERESA, MARIE		NILLSON, MAUREEN, SUSAN
PLAINTIFF:	V	DEFENDANT:						
ROE, THERESA, MARIE		NILLSON, MAUREEN, SUSAN						
Attorney Name CROCKETT, GEORGE W, III Attorney for: ROE, THERESA, MARIE	Bar no. P-12345	1. The panel evaluates this case as follows: ___ Evaluation attached.						
PEDERSEN, Paul E, Attorney for: NILLSON, MAUREEN, SUSAN	P-24355	___ Award not unanimous. 2. The clerk must be advised, in writing to the address above, of acceptance or rejection of the panel's evaluation within 28 days of the service of this notice or the evaluation will be considered REJECTED. 3. If rejected by either party, and this matter proceeds to trial, actual costs may be assessed in accordance with court rule. ___ 4. The panel unanimously determines that the defense/action is frivolous.						
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">           _____            Date         </td> <td style="width: 50%; vertical-align: top;">           _____            SCHNEIDER, MORTON E,         </td> </tr> <tr> <td style="vertical-align: top; padding-top: 20px;">           _____            BIGLER, BRUCE E,         </td> <td style="vertical-align: top; padding-top: 20px;">           _____            GEORGESON, ADAMONT N         </td> </tr> <tr> <td style="vertical-align: top; padding-top: 20px;">           _____            Evaluator Signature         </td> <td style="vertical-align: top; padding-top: 20px;">           _____            Evaluator Signature         </td> </tr> </table>			_____ Date	_____ SCHNEIDER, MORTON E,	_____ BIGLER, BRUCE E,	_____ GEORGESON, ADAMONT N	_____ Evaluator Signature	_____ Evaluator Signature
_____ Date	_____ SCHNEIDER, MORTON E,							
_____ BIGLER, BRUCE E,	_____ GEORGESON, ADAMONT N							
_____ Evaluator Signature	_____ Evaluator Signature							

Figure 57. Sample Notice of Evaluation (Page 1)



Approved, SCAO	Original-Court (sealed) 1st copy-Plaintiff/Attorney	2nd copy-Defendant/Attorney 3rd copy-Evaluator
STATE OF MICHIGAN SUSAN JONES	NOTICE OF EVALUATION	CASE NO. 03 00-013713-NI-C
Hearing Date 7/30/00		PAGE 1
COURT ADDRESS		COURT TELEPHONE NO.
1000 LONG BLVD.      LANSING   MI   48913		517-555-5555
COURTHOUSE		
PLAINTIFF: ROE, THERESA, MARIE	V	DEFENDANT: NILLSON, MAUREEN, SUSAN

\*\*\*\*\*  
\*                      CERTIFICATION OF SERVICE                      \*  
\*\*\*\*\*

I certify that a copy of this notice was served upon the attorney for each party on this date by ordinary mail/personal service unless otherwise indicated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk/Evaluator

\*\*\*\*\*  
\*                      ACCEPTANCE/REJECTION                      \*  
\*\*\*\*\*

I \_\_\_ accept \_\_\_ reject the settlement evaluation of the panel.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Party Signature

\_\_\_\_\_  
Bar no.

MC 32 (6/97) NOTICE OF EVALUATION

MCR 2.403, MCR 4.003

Figure 58. Sample Proof of Service

## NOTICE OF RESULTS

### Overview

The circuit court system notice of results form (Figures 59 and 60) is mailed to litigants in circuit court cases to inform them of acceptance, rejection, or conditional acceptance of evaluators evaluations. The system also provides an additional notice to be placed in the file and indicates proof of service.

### Printing Notices

1. On screen, enter **Result Service Date**, and Accept/Reject status of each party. On clerk screen, enter "CON" event where necessary for parties entering conditional acceptances or "BIF" event where necessary for parties entering a bifurcated response. Enter the terms of the condition or bifurcation on the comment lines. By doing so, the terms will print on the notice of results when requested.
2. To print notices for one CASE using the next transaction line, enter "NRM" and enter the CASE NUMBER.
3. To print notices for one CASE using the immediate forms menu. Enter the case number and enter **NRM** in the Form Code field.
4. To print notices for one hearing date using the next transaction line, enter "NRM" for NEXT, make sure the case number is blank, and enter the hearing date in the next transaction line's date field.
5. To print notices for one HEARING DATE using the immediate forms menu, enter the hearing date and enter **NRM** in the Form Code field.

### NOTICES WILL BE PRINTED FOR:

1. The attorneys for or pro per plaintiffs, defendants, third parties, cross parties, counter parties, intervening parties, and interested parties.

### Notice Information

CASE NO.	Circuit court number for the case.
COURT ADDRESS	Address of the clerk generating the notice.
COURT TELEPHONE NO.	Telephone number of the clerk generating the notice.
DATE	Date of mailing and notice .

---

MAIL TO	Mailing address of attorney or name of party (if pro per) being notified.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of primary defendant.
EVALUATIONS	Each attorney along with the party represented or party name (if pro per) along with the parties' response to the evaluation.
DATE	Space for date of signature of clerk.
CLERK	Space of signature of clerk sending the notice.
CERTIFICATION OF MAILING	Space for date and signature of clerk or other court administrator sending the notice.
<u>Proof of Service Notice</u>	The last notice that is generated is the proof of service notice. This notice is to be placed in the court file.

STATE OF MICHIGAN  
JUDICIAL CIRCUIT  
-----  
SUSAN JONES  
1000 LONG BLVD.  
COURTHOUSE  
LANSING MI 48913  
PHONE # 517-555-5555  
  
MAIL TO: GEORGE W I CROCKETT  
1441 ST ANTOINE RE 402  
DETROIT MI 48226  
  
-----  
THERESA M ROE  
-----  
PLAINTIFF  
  
GEORGE W I CROCKETT P-12345  
1441 ST ANTOINE RE 402  
DETROIT MI 48226  
PHONE# 313-555-5555  
Attorney for: THERESA M ROE  
  
PAUL E PEDERSEN P-24355  
30903 NORTHWESTERN HWY  
PO BOX 3040  
FARMINGTON HILL MI 48333  
PHONE# 313-555-5500  
Attorney for: MAUREEN S NILLSON  
  
GEORGE W I CROCKETT P-12345  
1441 ST ANTOINE RE 402  
DETROIT MI 48226  
PHONE# 313-555-5557  
Attorney for: JOHN DOE  
  
-----  
DATE 07/28/00  
  
V MAUREEN S NILLSON  
-----  
DEFENDANT  
  
The plaintiff/petitioner (P 001)  
THERESA M ROE  
filed an ACCEPTANCE of the evaluation  
in this case.  
  
The defendant/respondent (D 001)  
MAUREEN S NILLSON  
filed a REJECTION of the evaluation  
filed in this case.  
  
The plaintiff-petitioner (P002)  
JOHN DOE  
Filed the following response of the  
evaluation in this case.  
  
CONDITIONAL ACCEPTANCE  
Terms to be printed here

Figure 59. Sample Notice of Acceptance/Rejection of Evaluation

PAGE 2 (CONT.)	NOTICE OF ACCEPTANCE/REJECTION OF CASE EVALUATION	CASE NO.
JUDICIAL CIRCUIT		03 00-013713-NI-C
	SUSAN JONES 1000 LONG BLVD. COURTHOUSE LANSING MI 48913 PHONE # 517-555-5555	DATE 07/28/00

MAIL TO: GEORGE W I CROCKETT  
1441 ST ANTOINE RE 402  
DETROIT MI 48226

THERESA M ROE	V	MAUREEN S NILLSON
PLAINTIFF		DEFENDANT
PAUL E PEDERSEN 30903 NORTHWESTERN HWY PO BOX 3040 FARMINGTON HILL MI 48333 PHONE# 313-555-5500 Attorney for JANE SMITH	P-24355	The defendant/respondent (D 002) JANE SMITH JANE SMITH filed the following response of the evaluation in this case:  BIFURCATED RESPONSE Terms will be printed here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\*\*\*\*\*  
\* CERTIFICATION OF MAILING \*  
\*\*\*\*\*

I certify that a copy of this notice was served upon the attorney of each party on this date by ordinary mail unless otherwise indicated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

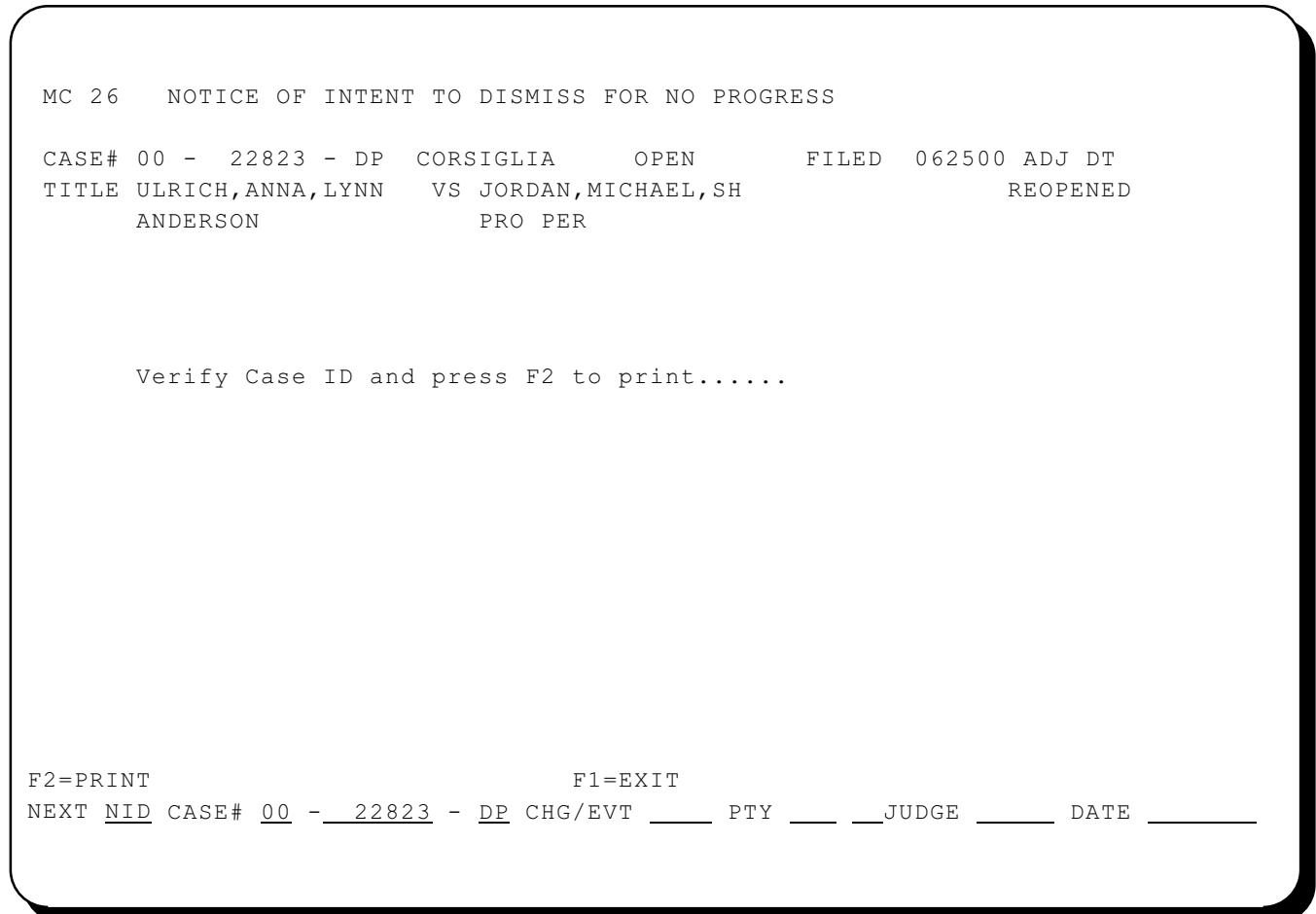
MC 33 (8/89) NOTICE OF ACCEPTANCE/REJECTION OF EVALUATION

Figure 60. Sample Notice of Acceptance/Rejection of Evaluation Page 2

## NOTICE OF INTENT TO DISMISS FOR NO PROGRESS

## Overview

The notice of intent to dismiss screen (Figure 61) is used to verify the case requested and to print the SCAO approved form (Figure 62).



MC 26 NOTICE OF INTENT TO DISMISS FOR NO PROGRESS

CASE# 00 - 22823 - DP CORSIGLIA OPEN FILED 062500 ADJ DT  
 TITLE ULRICH,ANNA,LYNN VS JORDAN,MICHAEL,SH REOPENED  
 ANDERSON PRO PER

Verify Case ID and press F2 to print.....

F2=PRINT F1=EXIT  
 NEXT NID CASE# 00 - 22823 - DP CHG/EVT \_\_\_\_\_ PTY \_\_\_\_\_ JUDGE \_\_\_\_\_ DATE \_\_\_\_\_

Figure 61. Sample Notice of Intent to Dismiss For No Progress Screen

## Accessing the Screen

The notice of intent to dismiss screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

## Field Definitions

The following fields on the notice of intent to dismiss screen identify general information about the case and may not be changed:

**CASE#** Official number assigned to the case.

JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

Approved, SCAO			Original-Court Copies-All appearing parties
-----			-----
STATE OF MICHIGAN	NOTICE OF INTENT TO DISMISS		CASE NO.
48TH JUDICIAL CIRCUIT COURT	FOR NO PROGRESS		99-001116-CZ-Z
-----			-----
COURT ADDRESS			COURT TELEPHONE NO.
ALLEGAN COUNTY COURT HOUSE	ALLEGAN	MI 49010	616-5555555
PLAINTIFF:			DEFENDANT:
DOE, JOHN,	V	ABC MEDICAL,,	
1000 LONG BOULEVARD		125 WEST MAIN STREET	
LANSING MI 48912		LANSING MI	
PLAINTIFF'S ATTORNEY:			DEFENDANT'S ATTORNEY:
PRO PER			YOCKEY, BARBARA L,
			29305 JOHN R RD.
			MADISON HEIGHTS MI 48071

To: All attorneys of record and unrepresented parties.

-----  
' NOTICE '  
-----

You are notified that:

1. No steps or proceedings appear to have been taken in this matter in 91 days.
2. The action will be dismissed for lack of progress within 28 days of this notice unless the parties show that progress is being made or that the failure to prosecute is not due to the fault or lack of reasonable diligence of the party seeking affirmative relief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

MC 26 (3/00) NOTICE OF INTENT TO DISMISS FOR NO PROGRESS MCR 2.501(C),MCR 2.502(A)

Figure 62. Sample Notice Of Intent To Dismiss For No Progress Form.



## MOTION/ORDER OF NOLLE PROSEQUI

### Overview

The motion/order of nolle prosequi screen (Figure 63) is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form (Figures 64 and 64a).

```

MC 263  MOTION/ORDER OF NOLLE PROSEQUI
CASE# 00 - 10738 - FH  CORSIGLIA      CLOSED      FILED  031900 ADJ DT   52900
TITLE PEOPLE OF MICH.    VS JOHNSON,JAMES,HARO      REOPENED
                                VILLAR
PEOPLE OF                STATE OF MICHIGAN
Prosecuting Official
COMMENTS

ORDERED      1.Motion for nolle prosequi is granted and the case is
              dismissed without prejudice.
              2.Motion for nolle prosequi is granted as to the following
              charge(s) which are dismissed without prejudice:

              3.Motion for nolle prosequi is denied.
              4.Defendant shall be immediately discharged from
              confinement in this case.
              5.Bond, if posted, is canceled and shall be returned
              after costs are deducted.
              6.Bond/Bail is continued on the remaining charges.

F2=PRINT                                F1=EXIT
NEXT NOL CASE# 00 - 10738 - FH CHG/EVT  _____ PTY  _____ JUDGE  _____ DATE  _____

```

Figure 63. Sample Motion/Order of Nolle Prosequi Screen

### Accessing the Screen

The motion/order of nolle prosequi screen can be accessed from either the immediate forms menu or the next transaction Line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the motion/order of nolle prosequi screen identify general information about the case and may not be changed:

CASE #	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on Court/Disposition screens.

Approved, SCAO	Original-Court 1st copy-Prosecutor	2nd copy-Defendant 3rd copy-Police agency
STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT COURT	MOTION/ORDER OF NOLLE PROSEQUI	CASE NO. 00-001119-FH
ORI 380015J COURT ADDRESS ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010		PAGE 1 COURT TELEPHONE NO. 616-5555555555
THE PEOPLE OF STATE OF MICHIGAN		Defendant DOE, JOHN,
V		
CTN:		SID: DOB:
COUNT 1	CRIME B&E OCC DWELL W/INTENT	CHARGE CODE(S) MCL CITATION/PACC CODE 550.110-B
MOTION		
EDWARD COBB, prosecuting official, moves for a nolle prosequi in this case for the following reason(s):		
Date: _____ Prosecuting official: _____ Bar No: _____		
ORDER		
IT IS ORDERED:		
X 1. Motion for nolle prosequi is granted and the case is dismissed without prejudice. Under MCL 28.243 the State Police and arresting agency shall immediately, without charge and without further demand, return to the defendant/juvenile the fingerprints, arrest card, and description taken or made in this case.		
_ 2. Motion for nolle prosequi is granted as to the following charge(s) which are dismissed without prejudice:		
_ 3. Motion for nolle prosequi is denied.		
_ 4. Defendant/Juvenile shall be immediately discharged from confinement in this case.		
_ 5. Bond is canceled and shall be returned after costs are deducted.		
_ 6. Bond/bail is continued on the remaining charge(s).		
Date: _____ Judge: _____ Bar No: 12239		
GEORGE R CORSIGLIA		

If Item 1 is checked the clerk of the court shall send a photocopy of this order to the Michigan State Police Central Records Division to delete this criminal history record as required under MCL 769.16a.

MC 263 (6/92) MOTION/ORDER OF NOLLE PROSEQUI

Figure 64. Sample Motion/Order of Nolle Prosequi (Page 1).

Approved, SCAO	Original-Court 1st copy-Prosecutor	2nd copy-Defendant 3rd copy-Police agency
-----		
STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT COURT	MOTION/ORDER OF NOLLE PROSEQUI	CASE NO. 00-001119-FH
-----		
ORI 380015J COURT ADDRESS ALLEGAN COUNTY COURT HOUSE	ALLEGAN MI 49010	PAGE 2 COURT TELEPHONE NO. 616-5555555
THE PEOPLE OF STATE OF MICHIGAN	V	Defendant DOE, JOHN,
	CTN:	SID: DOB:

MCL 28.243, MSA 4.463, MCL 767.29, MSA 28.969, MCR 5.936(D)

Figure 64a. Sample Motion/Order of Nolle Prosequi Page 2

## ORDER

### Overview

The Order Screen (Figure 65) is used to input information not currently recorded on Circuit Court/Disposition screens and print the SCAO approved form (Figure 66).

```

CC 327  ORDER
CASE# 00 - 10738 - FH  CORSIGLIA      CLOSED      FILED  031900  COUNTY  3
TITLE PEOPLE          VS JOHNSON, JAMES, HARO  ADJ DT  52900
ANDERSON              VILLAR                REOPENED
Party: D  001
People of: STATE OF MICHIGAN
1. Motion title:
2. Moving Party: JAMES HAROLD JOHNSON
3. This matter has been placed on the motion calendar for:
   Judge: 12239      Date:          at      :          m.
   Hearing location:  Court address above
The motion is      granted      granted/denied in part      denied

F2=PRINT                      F1=EXIT
NEXT ORD CASE# 00 - 10738 - FH CHG/EVT_____ PTY _____ JUDGE _____ DATE _____

```

Figure 65. Sample Order Screen

### Accessing the Screen

The Order screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Order screen identify general information about the case and may not be changed:

**CASE#** Official number assigned to the case.

JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the court/disposition screens.

Approved, SCAO	Original-Court 1st copy-Assignment Clerk/Extra 2nd copy-Friend of Court/Extra	3rd copy-Opposing Party 4th copy-Moving Party
----------------	---	--

STATE OF MICHIGAN  
48TH JUDICIAL CIRCUIT COURT

ORDER

CASE NO.  
00-001119-FH

COURT ADDRESS

ALLEGAN COUNTY COURT HOUSE ALLEGAN, MI 49010-0000  
999 COURT STREET

COURT TELEPHONE NO.  
616-555-5555

Plaintiff

Defendant

PEOPLE OF STATE OF MICHIGAN

JOHN DOE

JAMES L. TALASKE  
410 WEST UPTON AVE  
COUNTY COURT ANNEX  
REED CITY, MI 49677  
231-555-5555

RALPH B. GUY  
200 E LIBERTY ST STE 226  
PO BOX 7910  
ANN ARBOR, MI 48107  
313-555-5555

Attorney

Attorney

1. Motion title: \_\_\_\_\_

2. Moving party: JOHN DOE

3. This matter has been placed on the motion calendar for:

Judge: CORSIGLIA 12239 Date: 10/01/00 Time: 10:00 AM  
Hearing location: X Court address above X

IT IS ORDERED: The above named motion is X granted.

X granted in part, denied in part.

X denied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Judge: \_\_\_\_\_ Bar No. 12239

GEORGE R CORSIGLIA

CC 327 (2/86) ORDER

Figure 66. Sample Order Form.

## ORDER TO SHOW CAUSE

### Overview

The Order to Show Cause Screen (Figures 67 and 67a) is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form (Figures 68 - 68b).

```

MC 230  ORDER TO SHOW CAUSE                                COUNTY      3
CASE# 00 - 10738 - FH  CORSIGLIA      CLOSED      FILED 031900 ADJ DT  52900
TITLE PEOPLE                VS JOHNSON, JAMES, HARO      REOPENED
      ANDERSON                VILLAR                Party: D 001
People of State of Michigan
1. I am interested in this matter as _____
2. _____ has not complied with an order dated
   _____ by failing to:
   _____
   _____
3. I request an order directing _____ to show why
   a.s/he should not be found in _ civil _ criminal contempt of court.
   b.his/her probation should not be revoked.

Subscribed and sworn to be before me on _____ County,
Michigan. My commission Expires: _____

F1=EXIT                                (PRESS ENTER TO CONTINUE)

```

Figure 67. Sample Order to Show Cause Screen 1

### Accessing the Screen

The Order to Show Cause screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Order to Show Cause screen identify general information about the case and may not be changed:



**CASE#** Official number assigned to the case.

**JUDGE** This unlabeled field following the case number contains the last name of the judge assigned to the case.

**STATUS** OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

**FILED** Date the case was originally filed.

**ADJ DT** Date (if any) when case is adjudicated, format = MMDDYYYY.

**REOPENED** Date (if any) this case was reopened.

**TITLE** Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the Court/Disposition screens.

```

MC 230  ORDER TO SHOW CAUSE                                COUNTY      3
CASE# 00 - 10738 - FH  CORSIGLIA      CLOSED      FILED  031900 ADJ DT  52900
TITLE PEOPLE          VS JOHNSON, JAMES, HARO      REOPENED
      ANDERSON              VILLAR
                        ORDER

4. You are ordered to appear before this court on_____ at ___ : 00 _ m.
   _ the court address above
   at _ courtroom number _____
   _ _____
   to show cause why
       you should not be held in civil criminal contempt for
       failure to comply with the order of this court
   _ a judgment should not be entered against you
   _ your case should not be dismissed
   _ other: _____
   for the reasons stated in the motion.

5. Failure to appear for a contempt hearing may result in a bench warrant
   being issued for your arrest.

6. A copy of this must be served _ personally _ by mail on the person
   ordered to appear at least _____ days before the hearing.

F2=PRINT      F1=EXIT      ROLL UP=PREVIOUS PAGE
NEXT OSC CASE# 98 - 10738 - FH CHG/EVT _____ PTY _____ JUDGE _____ DATE_____

```

Figure 67a. Sample Order to Show Cause Screen 2

Approved, SCAO _____		Original-Court 1st Copy-Subject 2nd Copy-Return
STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT COURT	MOTION AND ORDER TO SHOW CAUSE	CASE NO. 00-001119-FH-Z
COURT ADDRESS ALLEGAN COUNTY COURT HOUSE 999 COURT STREET	ALLEGAN, MI 49010-0000	COURT TELEPHONE NO. 616-555-5555
<div style="display: flex; justify-content: space-between;"> <span>PEOPLE OF STATE OF MICHIGAN</span> <span>-V- JOHN DOE</span> </div>		
MOTION AND AFFIDAVIT		
1. I am interested in this matter as _____.  2. _____ has not complied with an order dated 03/07/00 by failing to:  3. I request an order directing _____ to show cause why: _ a. s/he should not be found in __ civil __ criminal contempt of court. - b. his/her probation should not be revoked.		
Signature _____		
Subscribed and sworn to be before me on 08/01/00, _____ County, Michigan. My commission expires: _____		
Signature _____		

Figure 68. Sample Motion and Order to Show Cause - Page 1

Approved, SCAO		Original-Court 1st Copy-Subject 2nd Copy-Return
STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT COURT	MOTION AND ORDER TO SHOW CAUSE	CASE NO. 00-001119-FH
ORI 030015J COURT ADDRESS ALLEGAN COUNTY COURT HOUSE 999 COURT STREET	ALLEGAN, MI 49010-0000	COURT TELEPHONE NO. 616-555-5555
PEOPLE OF:	-V- JOHN J DOE JR	
ORDER		

TO: JOHN DOE  
1000 LONG BOULEVARD  
LANSING, MI 48913-

IT IS ORDERED:

4. You are ordered to appear before this court on 09/5/00 at 10:00 A.M.

at \_\_\_\_\_ the court address above  
\_\_\_\_\_ courtroom number \_\_\_\_\_

To show cause why

\_ you should not be held in \_civil \_criminal contempt for  
 failure to comply with the order of this court  
 \_ a judgment should not be entered against you  
 \_ your case should not be dismissed  
 \_ other:

for the reasons stated in the motion.

5. Failure to appear for a contempt hearing may result in a bench warrant being issued for your arrest.

6. A copy of this must be served        personally        by mail on the person ordered to appear at least        days before the hearing.

Date: \_\_\_\_\_ Judge/Magistrate: GEORGE R CORSIGLIA Bar No. 12239

MC 230 (6/96) MOTION AND ORDER TO SHOW CAUSE

MCR 2.108(D), MCR 3.606(A), MCR 5.108

Figure 68a. Sample Motion and Order to Show Cause

\*\*\*\*\*  
\* PROOF OF SERVICE \*  
\*\*\*\*\*

MOTION AND ORDER TO  
SHOW CAUSE  
CASE NO. 00-001119-FH-Z

TO PROCESS SERVER: You must make and file your return with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

\*\*\*\*\*  
 \* CERTIFICATE/AFFIDAVIT OF SERVICE/NON-SERVICE\*  
 \*\*\*\*\*

☐ OFFICER CERTIFICATE
 ☐ OR

I certify that I am a sheriff, deputy sheriff,  
 bailiff, appointed court officer, or attorney  
 for a party (MCR2.10(A)(2)), and that:

         AFFIDAVIT OF PROCESS SERVER  
Being first duly sworn, I state that I am a legally  
competent adult who is not a party or an officer of  
a corporate party, and that:

☐ I certify that on this date a copy of the motion and order to show cause was sent by ordinary mail on: \_\_\_\_\_  
☐ I personally served a copy of the motion and order to show cause on: \_\_\_\_\_

[illegible]

After diligent search and inquiry, I have been unable to find and serve the following person(s):

I have made the following efforts in attempting to serve process: \_\_\_\_\_

I have personally attempted to serve the motion and order to show cause on

and have been unable to complete service because the address was incorrect at the time of filing.

\$ _____	\$ _____	\$ _____	\$ _____
(Service Fee)	(Miles Traveled)	(Mileage Fee)	(Total Fee)

Signature

Title

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_, Michigan. My  
commission expires: \_\_\_\_\_ . (Date) (County)  
(Date)

Deputy Court Clerk/Notary Public

\*\*\*\*\*  
 \* ACKNOWLEDGMENT OF SERVICE \*  
 \*\*\*\*\*

I acknowledge that I have received service of this motion and order to show cause on \_\_\_\_\_  
(Day, date, time)

on behalf of \_\_\_\_\_

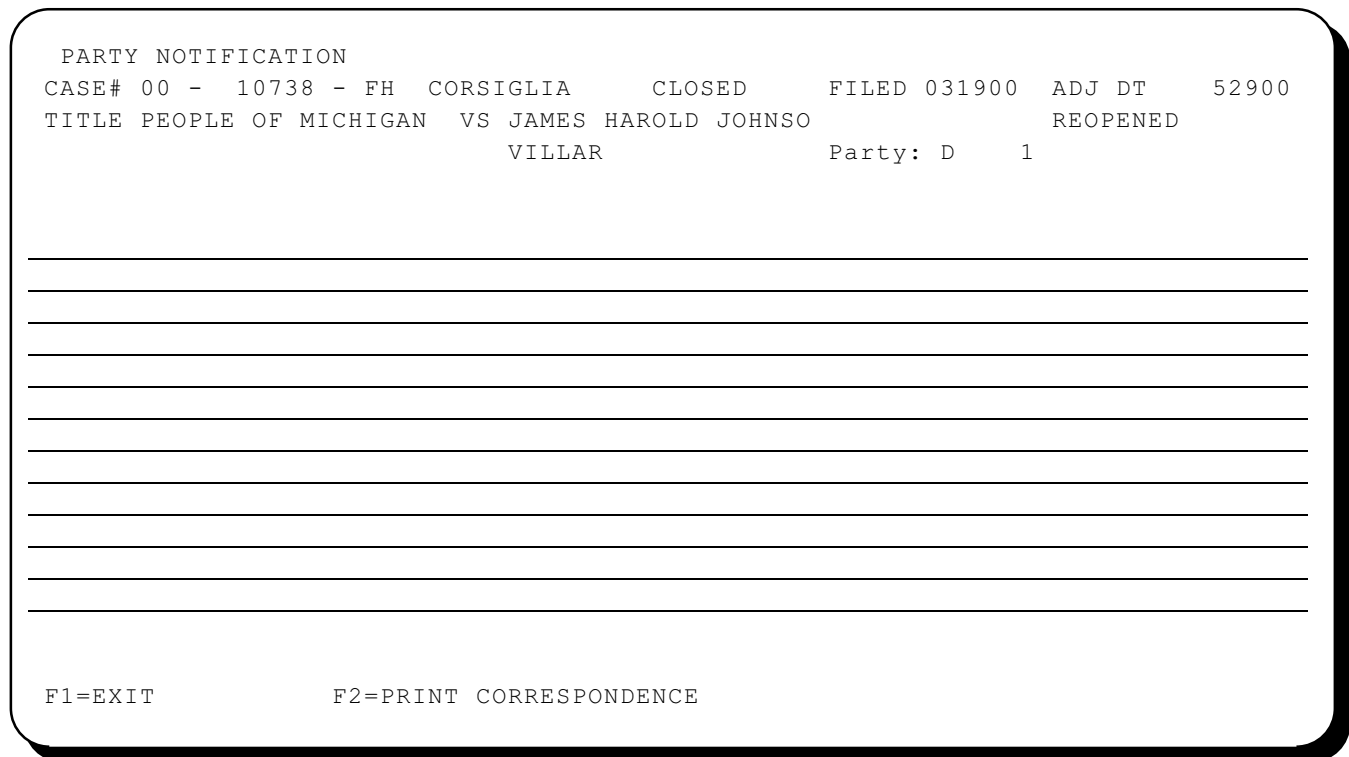
Signature

Figure 68b. Motion and Order to Show Cause

## PARTY NOTIFICATION

## Overview

The party notification screen (Figure 69) is used to input information to be sent to parties regarding notification of an action that may be required or miscellaneous activity regarding a particular case.



A screenshot of a computer screen titled "PARTY NOTIFICATION". The screen displays case information in a structured layout. At the top, it shows "CASE# 00 - 10738 - FH CORSIGLIA CLOSED FILED 031900 ADJ DT 52900". Below this, the title "TITLE PEOPLE OF MICHIGAN VS JAMES HAROLD JOHN SO REOPENED" is shown, followed by "VILLAR" and "Party: D 1". The main body of the screen consists of ten horizontal lines for data entry. At the bottom, there are two function key prompts: "F1=EXIT" and "F2=PRINT CORRESPONDENCE".

Figure 69. Sample Party Notification Screen

## Accessing the Screen

The party notification screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

## Field Definitions

The following fields on the party notification screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)  The remaining fields may be input as required to supply information to be printed.
PARTY	If only one party is to be notified, indicate the party designation either on the case management menu or the next transaction line party fields.

## ASSIGNMENT TO YOUTHFUL TRAINEE STATUS

### Overview

The Assignment to Youthful Trainee Status Screen (Figure 70) is used to input information not currently recorded on Circuit Court/Disposition screens and print the SCAO approved form.

MC 242 ASSIGNMENT TO YOUTHFUL TRAINEE STATUS				COUNTY		3	
CASE# 00 - 10738 - FH	CORSIGLIA	CLOSED	FILED	031900	ADJ DT	52900	
TITLE PEOPLE OF MICH. VS JOHNSON, JAMES, HARO				REOPENED			
People of		STATE OF MICHIGAN					
4. HIV testing was ordered on							
5. No judgment of conviction entered.							
The defendant is assigned to youthful trainee status and is:							
(Check one option only)							
a. Committed to DOC for a period of							
b. Placed on probation for not more than 3 years under DOC per order							
c. Placed on probation for not more than 2 years per order							
d. Committed to jail          days beginning          , Credit          days							
During this period defendant may be released for the purpose							
and during the times specified below:							
seeking work          working at regular employment							
attendance at an educational institution							
Times:							
F2=PRINT				F1=EXIT			
NEXT	___	CASE# 00 - 10738 - FH	CHG/EVT	___	PTY	___	JUDGE
							DATE

Figure 70. Sample Assignment to Youthful Trainee Status Screen

### Accessing the Screen

The Assignment to Youthful Trainee Status screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Assignment to Youthful Trainee Status screen identify general information about the case and may not be changed:

**CASE#**      Official number assigned to the case.

JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, UNDER ADVISEMENT or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official Title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the Court/Disposition screens.



## ORDER FOR COUNSELING AND TESTING

### Overview

The Order for Counseling and Testing screen is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

MC 234 Order for the Counseling and Testing for Disease/Infection  
and Order for DNA Profiling

CASE# 00 - 777777 - FH CORSIGLIA OPEN FILED 093000

ADJ DT

TITLE PEOPLE OF MICH. VS HOLMES,GEORGE,ALAN

REOPENED 111000

ULRICH

Page 1 of 3

PEOPLE OF: STATE OF MICHIGAN

1. On \_\_\_\_\_ Defendant was arraigned on a warrant for:
  - Defendant was assigned to youthful trainee status for:
  - Defendant was convicted of:
  - Defendant was bound over to the circuit court/recorder's court for:
  - Juvenile was found to be within the provisions of MCL 712A.2 for violation of:

\_\_\_\_\_  
(Specify)

2. The defendant is \_\_\_ on bond \_\_\_ incarcerated in \_\_\_\_\_

Sample Order for Counseling and Testing Screen 1

### Accessing the Screen

The Order for Counseling and Testing screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following field on the Order for Counseling and Testing screen identify general information about the case and may not be changed:

CASE# Official number assigned to the case.

JUDGE This unlabeled field following the case number contains the last name of the judge assigned to the case.

**STATUS** OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

**FILED** Date the case was originally filed.

**ADJ DT** Date (if any) when case is adjudicated, format = MMDDYYYY.

**REOPENED** Date (if any) this case was reopened.

**TITLE** Official title of the case. (Attorney for the defendant is displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the Court/Disposition screens.

MC 234 Order for the Counseling and Testing for Disease/Infection  
and Order for DNA Profiling

CASE# 00 - 777777 - FH CORSIGLIA OPEN FILED 093000 ADJ DT  
TITLE PEOPLE OF MICH. VS HOLMES,GEORGE,ALAN REOPENED  
111000  
ULRICH Page 2 of 3

3. The defendant/juvenile shall receive counseling regarding venereal disease, hepatitis B infection, human immunodeficiency virus (HIV) infection; acquired immunodeficiency syndrome; and acquired immunodeficiency syndrome related complex including, at a minimum, information regarding treatment, transmission, and protective measures from:

- \_ a local health department,
- \_ an assigned counsel and testing agency,
- \_ a licensed physician, at the defendant's/juvenile's expense,

\_\_\_\_\_  
(Name of physician/Agency/Health Department and Address)

F1=EXIT (PRESS ENTER TO CONTINUE)

ROLL UP=PREVIOUS PAGE

Sample Order for Counseling and Testing Screen 2

MC 234 Order for the Counseling and Testing for Disease/Infection  
and Order for DNA Profiling

CASE# 00 - 777777 - FH CORSIGLIA OPEN FILED 093000 ADJ DT  
TITLE PEOPLE OF MICH. VS HOLMES,GEORGE,ALAN REOPENED 111000  
ULRICH Page 3 of 3

6. All testing and counseling of the defendant/juvenile must be completed and test results transmitted to the court:

☐ before the sentencing/dispositional  
hearing date on \_\_\_\_\_  
☐ within 30 days of this order.

Test results must be transmitted to:

☐ the \_\_\_\_\_ circuit court at \_\_\_\_\_  
☐ this court at the address stated above.

7. The defendant was convicted of/the juvenile was found responsible for a violation or an attempted violation or an attempted violation as prescribed in MCL 28.176. The defendant/juvenile shall provide DNA specimens to the Department of State Police in accordance with MCL 750.520m, MCL 28/171 to 28.176, and State Police Rules 28.5053 and 28.5054. A copy of this order shall be served on

\_\_\_\_\_  
Name of investigating law enforcement agency/sheriff

F1=EXIT F2=PRINT ROLL UP=PREVIOUS PAGE  
NEXT \_\_\_\_\_ CASE# 00 - 777777 - FH CHG/EVT \_\_\_\_\_ PTY \_\_\_\_\_ JUDGE \_\_\_\_\_ DATE \_\_\_\_\_

Sample Order for Counseling and Testing screen 3

## ORDER AFTER HEARING ON VIOLATION OF PERSONAL PROTECTION ORDER

### Overview

The Order After Hearing on Violation of Personal Protection Order is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

CC 384 Order after hearing on violation of Personal Protection  
Order

CASE# 00 - 55 - PP CORSIGLIA OPEN FILED 050100 ADJ DT  
TITLE MARTIN,JUDITH, VS HOLMES,GEORGE, REOPENED

PRO PER GEORGESON Page 1 of 3  
Date of hearing: \_\_\_\_\_ Judge: 12239

1. Order entered after violation hearing under MCR 3.708(H) held as  
as a result of:
  - \_ show cause hearing under MCR 3.708(B).
  - \_ arraignment for arrest under MCL 764.15b and MCR 3.708(C).
- THE COURT FINDS:
  - \_ 2. The respondent was present at the hearing on violation of a  
personal protection order and was advised of the right to  
present evidence and to examine and cross-examine witnesses.
  - 4. \_ a. The respondent was found guilty of criminal contempt.
  - \_ b. The respondent was found guilty of civil contempt.
  - \_ c. The respondent is not in contempt.
  - \_ 5. The respondent failed to appear as ordered and a bench warrant

Sample Order after Hearing on PPO screen 1

### Accessing the Screen

The Order After Hearing on Violation of Personal Protection Order screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Order After Hearing on Violation of PPO screen identify general information about the case and may not be changed:

CASE # Official number assigned to the case.

JUDGE This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

FILED Date the case was originally filed.

ADJ DT Date (if any) when case is adjudicated, format = MMDDYYYY.

REOPENED Date (if any) this case was reopened.

TITLE Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to support information to be printed that is not currently recorded on the Court/Disposition screens.

CC 384 Order after hearing on violation of Personal Protection  
Order

CASE# 00 - 55 - PP CORSIGLIA OPEN FILED 050100

TITLE MARTIN,JUDITH, VS HOLMES,GEORGE,  
PRO PER GEORGESON

ADJ DT  
REOPENED  
Page 2 of 3

IT IS ORDERED:

- ☐ 6. A bench warrant shall issue for respondent's arrest.
- ☐ 7. The hearing on the violation is adjourned to \_\_\_\_\_  
Reason: \_\_\_\_\_
- ☐ 8. The matter is dismissed.
- ☐ 9. The ☐ bench warrant is discharged.  
☐ authorization for bench warrant is set aside.
- ☐ 10. The respondent shall be committed to \_\_\_\_\_ days in the county jail.

F1=EXIT

(PRESS ENTER TO CONTINUE)

ROLL UP=PREVIOUS PAGE

Sample Order After Hearing on Viol of PPO screen 2

CC 384 Order after hearing on violation of Personal Protection  
Order

CASE# 00 - 55 - PP CORSIGLIA OPEN FILED 050100 ADJ DT  
TITLE MARTIN,JUDITH, VS HOLMES,GEORGE, REOPENED  
PRO PER GEORGESON Page 3 of 3

\_ 11. The respondent shall pay a fine of \$ \_\_\_\_\_ to be paid as follows:  
\_\_\_\_\_

\_ 12. Other conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F1=EXIT F2=PRINT ROLL UP=PREVIOUS PAGE  
NEXT \_\_\_\_ CASE# 00 - 55 - PP CHG/EVT \_\_\_\_ PTY \_\_\_\_ JUDGE \_\_\_\_ DATE \_\_\_\_

Sample Order After Hearing on Vio of PPO screen 3

## ORDER FOR VEHICLE IMMOBILIZATION

## Overview

The Order for Vehicle Immobilization Screen is used to input information not currently recorded on circuit court/disposition screen and print the SCAO approve form.

MC 267 ORDER FOR VEHICLE IMMOBILIZATION COUNTY 3  
CASE# 00 - 777777 - FH CORSIGLIA OPEN FILED 093000 ADJ DT  
TITLE PEOPLE OF MICH. VS HOLMES,GEORGE, REOPENED 111000  
ULRICH  
People of STATE OF MICHIGAN  
1. The defendant was convicted on \_\_\_\_ for \_\_\_\_\_  
\_ driving in violation of section 625 of the Michigan vehicle code with  
at least one prior alcohol-related conviction.  
\_ driving in violation of 625(4) or (5) of the Michigan vehicle code.  
\_ driving in violation of a suspension/revocation with at least two or  
more prior violations of a suspension or revocation.  
2. The violation occurred while the defendant was driving a vehicle  
identified as: Year: \_\_\_\_\_ Make: \_\_\_\_\_  
License Plate Number: \_\_\_\_\_ VIN: \_\_\_\_\_  
3. The defendant shall have:  
\_ a. himself/herself and the vehicle immobilized through tether technology.  
\_ b. the above described vehicle immobilized by use of any available means  
that locks the ignition, wheels, or steering of the vehicle or otherwise  
prevents the defendant from operating the vehicle.  
4. This order shall be satisfied at the expense of the owner, co-owner,  
lessee, or co-lessee for \_\_\_\_ days starting \_\_\_\_\_ unless otherwise  
ordered by the court.  
F1=EXIT F2=PRINT  
NEXT \_\_\_\_ CASE# 00 - 777777 - FH CHG/EVT PTY JUDGE DATE

### Sample Order for Vehicle Immobilization screen

## PETITION, AFFIDAVIT, AND BENCH WARRANT

### Overview

The Petition, Affidavit, and Bench Warrant screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

MC 229 PETITION, AFFIDAVIT, AND BENCH WARRANT		COUNTY 3
CASE# 02 - 3118 - FH	CORSIGLIA OPEN	FILED 060602
TITLE PEOPLE OF MICH. VS JONES,TOM, JAMES		ADJ DATE 123102 REOPENED
PARTY: D _ 1 TOM JONES _____		
CHARGE: _____		
PEOPLE OF STATE OF MICHIGAN		
<input type="checkbox"/> held in contempt for failure to appear.		
<input type="checkbox"/> held in contempt for the following reasons:		
<input type="checkbox"/> probation revocation proceeding for the following reasons:		
_____		
_____		
_____		
_____		
Respondent may be released when a cash or surety bond in the amount of \$ _____ is posted for personal appearance.		
F2=PRINT	F14=PROMPT	F1=EXIT
NEXT__ CASE# 02 - 3118 - FH CHG/EVT _____ PTY _____ JUDGE _____ DT _____		

Petition, Affidavit, And Bench Warrant screen

### Accessing the Screen

The Petition, Affidavit, And Bench Warrant screen can be accessed from either the Immediate Forms Generation Menu or the Next Transaction Line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Petition, Affidavit, And Bench Warrant screen identify general information about the case and may not be changed:

**CASE #**      Official number assigned to the case.



JUDGE	This unlabeled filed following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when the case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

## WARRANT RECALL/ ORDER TO APPREHEND

### Overview

The Warrant Recall/Order to Apprehend screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

MC 220 RECALL OF WARRANT/ORDER TO APPREHEND		COUNTY 3
CASE# 02 - 3118 - FH	CORSIGLIA OPEN	FILED 060602 ADJ DATE 123102
TITLE PEOPLE OF MICH. VS JONES,TOM, JAMES		REOPENED
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> <p>PARTY:</p> <p>BENCH WARRANT ISSUE DATE:</p> <p>BENCH WARRANT NUMBER:</p> <p>CHARGE:</p> </div> <div style="width: 60%;"> <p><u>D 1</u> <u>TOM JONES</u></p> <p>_____</p> <p>_____</p> <p>_____</p> </div> </div>		
<p>TO: Police agency and address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ - - - -</p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>F2=PRINT F14=PROMPT</p> <p>NEXT ____ CASE# <u>02</u> - <u>3118</u> - FH CHG/EVT ____</p> </div> <div style="width: 60%;"> <p>F1=EXIT</p> <p>PTY ____ JUDGE ____ DT ____</p> </div> </div>		

Warrant Recall/Order to Apprehend screen

### Accessing the Screen

The Warrant Recall/Order to Apprehend screen can be accessed from either the Immediate Forms Generation Menu or the Next Transaction Line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Warrant Recall/Order to Apprehend screen identify general information about the case and may not be changed:

**CASE #**      Official number assigned to the case.

JUDGE	This unlabeled filed following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when the case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

## BOND

### Overview

The Bond screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

MC 241 BOND					
CASE# 02 - 3118 - FH	CORSIGLIA	OPEN	FILED 060602	ADJ DATE 123102	
TITLE PEOPLE OF MICH. VS JONES,TOM,				REOPENED	
		JAMES			
Arrest Date: _____ Misdemeanor: <input type="checkbox"/> Felony: <input type="checkbox"/>					
Arresting agency: _____		File no.: _____			
Offense(s): _____					
Citation(s): _____					
Purpose of next appearance: _____					
Time: _____ A/P: <input type="checkbox"/> Date: _____ Place: <input type="checkbox"/> Court address _____					
<input type="checkbox"/> Other: _____ <input type="checkbox"/> Bond denied					
Type of Bond: <input type="checkbox"/> Personal recognizance <input type="checkbox"/> Conditional <input type="checkbox"/> Cash or Surety					
<input type="checkbox"/> 10% Cash <input type="checkbox"/> Real property*					
<input type="checkbox"/> *Proof of value and interest in real property is required					
Amount/value of bond \$ _____ Bond set by: _____					
I will abide by the other conditions specified in items:					
_____					
_____					
_____					
_____					
F1=EXIT F2=PRINT					
NEXT _____	CASE# 02 - 3118 - FH	CHG/EVT _____	PTY _____	JUDGE _____	DT _____

Bond screen

### Accessing the Screen

The Bond screen can be accessed from either the Immediate Forms Generation Menu or the Next Transaction Line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

### Field Definitions

The following fields on the Bond screen identify general information about the case and may not be changed:

**CASE #** Official number assigned to the case.

---

JUDGE	This unlabeled filed following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when the case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

## ORDER REVOKING, RELEASE, AND FORFEITING BOND

## Overview

The Order Revoking, Release, and Forfeiting Bond screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

MC 218 ORDER REVOKING RELEASE AND FORFEITING BOND  
CASE# 02 - 3118 - FH CORSIGLIA OPEN FILED 060602 ADJ DATE  
123102  
TITLE PEOPLE OF MICH. VS JONES,TOM, REOPENED  
JAMES  
TO: DEFENDANT/PARENT POSTING BOND  
Party Id and Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address Two: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ - \_\_\_\_\_  
OR SURETY/DEPOSITOR POSTING BOND  
Party Id and Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address Two: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ - \_\_\_\_\_  
F1=EXIT F14=PROMPT (PRESS ENTER TO CONTINUE)

Order Revoking, Release, and Forfeiting Bond screen 1

## Accessing the Screen

The Order Revoking, Release, and Forfeiting Bond screen can be accessed from either the Immediate Forms Generation Menu or the Next Transaction Line of another case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

## Field Definitions

The following fields on the Order Revoking, Release, and Forfeiting Bond screen identify general information about the case and may not be changed:

**CASE #** Official number assigned to the case.

JUDGE This unlabeled filed following the case number contains the last name of the judge assigned to the case.

STATUS OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.

FILED Date the case was originally filed.

ADJ DT Date (if any) when the case is adjudicated.

REOPENED Date (if any) this case was reopened.

TITLE Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

MC 218 ORDER REVOKING RELEASE AND FORFEITING BOND  
CASE# 02 - 3118 - FH      CORSIGLIA    OPEN      FILED 060602      ADJ DATE 123102  
TITLE PEOPLE OF MICH.    VS JONES,TOM,      REOPENED  
   JAMES

The defendant/juvenile has violated the conditions of bond as described below:

Offense(s):  
Violation(s):    ☐ Nonappearance on: \_\_\_\_\_  
                         ☐ Other: \_\_\_\_\_

Face amount or value of bond: \_\_\_\_\_ Amount deposited: \_\_\_\_\_

Type of Bond:    ☐ Personal recognizance      ☐ Conditional      ☐ Cash  
                         ☐ 10% Cash Real property      ☐ Surety

☐ A warrant for your arrest/order to apprehend    ☐ has been    ☐ will be issued.

F1=EXIT                      F2=PRINT                      ROLL UP=PREVIOUS PAGE  
NEXT ☐ CASE# 02 - 3118 - FH CHG/EVT \_\_\_\_\_ PTY \_\_\_\_\_ JUDGE \_\_\_\_\_ DT \_\_\_\_\_

Order Revoking, Release, and Forfeiting Bond screen 2

## CHANGE # OF COPIES

### Overview

The change # of copies option (Figure 71) provides the ability to increase the number of copies generated when an immediate form is requested. It also provides the ability to place the immediate form on hold in the output queue for printing at a later time.

### Accessing the Window

The change # of copies window can be accessed from the immediate forms menu by pressing **[F21]**.

Page 2 of 2

CIRCUIT CASE MANAGEMENT MENU  
 COUNTY 03 FINANCIAL LOCATION 01

CASE YEAR	NUMBER	TYPE	CHG/EVT	PARTY	ALT NO
<u>00</u>	<u>10738</u>	<u>FH</u>	___	___	___
NAME					
JUDGE			DATE		
___			___		

FORM CODE:

Change Printer Attributes

Outq: PRT02  
 Copies: 1  
 Hold: N Y/N  
 F1=Exit Enter=Update

DISPLAY RECEIPT F22 (D R)  
 DISPLAY PRINT F23 (D P)  
 SIGNOFF F24 (OFF)

Figure 71. Sample Change # of Copies Window



### Field Definitions

Number of copies	Enter the number of copies required (1-99). The default number of copies is 1.
Hold for later printing	Enter "Y" to place the immediate form on hold for printing at a later time. Enter "N" to allow forms to print immediately. The default is "N".

### Special Considerations

After changing the above fields as required, press ENTER. The system will return to the immediate forms menu. When requesting any immediate form to be printed, the number of copies and hold value most recently entered will be used. These values may be changed at anytime by pressing **[F21]** again. If you exit and return to the Case Management Menu the number of copies and hold value will return to their default values.